



APPLICATION FOR LTC TO HOME TOWN/ANY WHERE IN INDIA

1	Name of the Officer (in BLOCK letters)	
2	Designation	
3	Permanent/Temporary	
4	Office to which attached	
5	Basic pay in the present grade	
6	Date of appointment in the department	
7	Place of Home-Town as declared in the Service Book	
8	Particulars of Home-Town/ Any where in India LTC availed for previous Block Years	
9	Block year for which now proposed to avail	
10	Whether avails CL/EL (Nature of leave be mentioned)	
11	Place of Visit	
12	Proposed date of onward journey	
13	Probable date of return journey	
14	Family particulars	
S.N	Name	Relationship
1		
2		
3		
4		
5		
15	Class of accommodation proposed(to be availed in the Railway journey)	
16	Total Amount of Travel (Please give details of fare per ticket)	
17	90% of advance required	
18	The Office in which the spouse of the officials is employed	
19	If spouse is eligible for HT/LTC or similar concessions from his/her employer, whether declaration has been given that he/she will not claim LTC for himself/herself and family from his/her office.	--

Date:
Place : Gulbarga

(Signature of the Official)

DECLARATION

I _____ hereby certify that the above particulars furnished by me are true and correct.

I also undertake to refund the LTC advance in full immediately in case of failure to perform the proposed journey for which advance was taken. I also declare that I will not visit other than the place mentioned in the application without obtaining prior approval the competent authority. I also agree to refund one half of the advance if the return journey could not be performed within 90 days from the date of advance. I also agree to credit forthwith to the office any excess amount of advance left with me for any reason whatsoever.

I also agree to produce evidence of purchase of tickets, etc for myself/members of my family, as the case may be, for the forward journey within 30 days or before the commencement of the journey whichever is earlier from the date of drawing the advance. I am aware that failure to comply with the above requirement will entail recovery of the advance in one lump sum from the next drawal of my salary, together with the penal interest @ 10.50% over and above the normal interest.

I am aware that if I do not submit LTC bills within one month from the date of return journey the outstanding LTC advance is recoverable in one lump sum from my next salary together with the penal interest @ 10.50% over and above the normal interest.

I am also aware that my claim will be forfeited if I fail to submit the bills within 3 months from the date of completion of journey.

I also understand that if the LTC is availed for self the cost is reimbursable only when the journey is performed after availing any kind of leave and not during week end holidays/ R.H. alone.

Signature:
Designation:

REMARKS OF THE REGISTRAR

Forwarded Official applied CL/EL as at Col.9 and the same has been sanctioned.

Registrar