

APPLICATION FOR LTC ADVANCE

1. Name (in BLOCK LETTERS) : _____
2. School to which attached : _____
3. Basic pay : Rs. _____ (in words)
4. Date of appointment : _____
5. Place of Home Town as declared in the service- book : _____

6. Nearest Railway Station of Home Town : _____
7. Particular of LTC availed for previous block years : _____
Place : _____ (Home Town / Any where in India)
8. Block year for which new proposed to avail : _____
9. Whether LTC advance already taken has been settled in full Or pending settlement
Date of the settlement of the previous case : _____
10. Place of Visit : _____ (Home town/ Any where in India)
11. Whether avails CL OR EL Or Vacation : _____
(Nature of leave to be mentioned)
12. Proposed date of onward Journey : _____
13. Probable date of return journey : _____
14. Particulars of the family members availing the facility :

S.No.	Name	Age	Relation	CHSS No.

15. Class of accommodation proposed to be availed in the Rail Journey : _____
16. Amount of Advance required : _____
17. The office in which the spouse of the Govt. Servant is employed : _____
18. If the spouse is eligible for LTC Or similar concession from his : _____
employer whether declaration has been given that he/she will _____
not claim LTC himself/herself and family, from his/her office _____

Signature with date

PTO.

DECLARATION BY GOVT. EMPLOYEE

I, Shri/Smt. _____ 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 agree to refund one half of the advance of the return journey could not be performed within 90 days from the date of the advance.

I also agree to credit forthwith to the office any excess amount of advance left with for any reason whatsoever.

I also agree to produce evidence of purchase of tickets etc. for myself/members of family, as the case may be, for the forward journey within 10 days or before the commencement of the journey, which ever 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 interest @ 14 % 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 to gather with the penal interest @ 14 % over and above the normal interest.

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

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

Signature of Govt. Servant

REMARKS OF THE PRINCIPAL/ VICE- PRINCIPAL

Official applied CL/EL etc. as at column no. 9 and the same has been sanctioned/ not sanctioned.

Dealing Asstt.

Principal/ Vice-Principal

FOR USE IN ACCOUNT SECTION

- | | | |
|----|---|---------|
| 1. | Rail fare to and fro by the entitled class Or the class by which the official proposes to travel whichever is less. | : _____ |
| 2. | Number of tickets for the entitled persons for which advance is applied. | : _____ |
| 3. | Amount reimbursable to the official (1 X 2) | : _____ |
| 4. | Amount of advance admissible (90 % of 3) | : _____ |

Dealing Asstt.

Accountant

PRINCIPAL

PRINCIPAL CO-ORDINATION

MAY PLEASE BE APPROVED

Auditor

Member, LMC(Finance)

Chairman, LMC.