

APPLICATION FOR LEAVE TRAVEL CONCESSION

| | | | |
|-----|--|---|---------------------------|
| 1. | Name of the Employee with Employee Code | | |
| 2. | Designation and Department | | |
| 3. | Date of entering the Central Government Service/Date of Joining with INST, Mohali | | |
| 4. | Pay Level | | |
| 6. | Leave required | Nature : _____ From _____ To _____ Prefix _____ & Suffix _____ | |
| 7. | Whether spouse is employed, if yes whether entitled to LTC | | Yes / No |
| 8. | Proposed dates of Journey | Outward | Inward |
| | | Self | |
| | | Family | |
| 9. | Home Town as recorded in the Service Book | | |
| 10. | Nature of LTC to be availed, Home Town/Anywhere in India With Block Year | | |
| 11. | If, anywhere in India, the place to be visited | | |
| 12. | Estimated fare of entitled class from the headquarter to Home Town/Place of visit by shortest route (proof need to be attached). | | |
| 13. | Person(s) in respect of whom LTC is proposed to be availed. | | |
| | S No. | Name | Age |
| | | | Relationship |
| | | | Travelling (Place) |
| | | | From |
| | | | To |
| | | | Back (Yes/No) |
| | | | Mode of Travel |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| 14. | Advance Required | | Yes / No |
| 15. | Encashment of earned leave required. | | Yes/No _____ days |

I undertake (a) to produce the tickets for the journey within ten days of receipt of the advance (b) to refund the entire advance in lump sum, in the event of cancellation of the journey within two months from the date of drawl of the advance or failure to produce the tickets within 10 days of drawl the advance (c) to travel by Air/Rail/Road as per my entitlement and as per GOI LTC rules or specific rules as adopted by the Institute (d) to refund the excess advance drawn, if any, within 7 working days of completion of the journey (e) to submit necessary bills, money receipts and other documents* as required under the Rules and Regulations of the Institute within one month (where advance is drawn) / three months (where no advance is drawn), from the date of completion of the journey.

I will communicate to the competent authority about any change of declared place of visit or change of dates before the commencement of the journey.

Certified that:-

1. The information, as given above is true to the best of my knowledge and belief; and
2. My spouse is not employed in Government service / my spouse is employed in government service and the concession has not been availed of by him/her separately of himself/herself or for any of the family members for the _____ block year.

Signature of the Applicant with date

Forwarded please.

CFAO

* Please note that, in case of e-tickets, Boarding Passes are to be submitted while settling LTC claim.

FOR USE BY ADMINISTRATION

Fresh Recruit i.e. joining Govt. Service after 1.09.2008 /otherwise, Date of joining: _____ Block year: _____

| Sl. No. | Particulars | Last availed | Current LTC |
|---------|--|--------------|-------------|
| 01 | Nature of LTC (Home Town/Anywhere in India-place visited/ to be visited) | | |
| 02 | Period (from _____ to _____) | | |
| 03 | LTC for Self/Family | | |
| 04 | Earned leave encashment (No. of Days) | | |
| 05 | Earned Leave standing to his credit on _____ = Balance Earned leave after this encashment = Earned Leave encashment admissible = | | |
| 06 | Period and nature of leave applied for and need to be sanctioned | | |

May consider and approve the above LTC (Home Town/Anywhere in India), Leave and Encashment of Leave.

Chief Finance & Admn. Officer

For use by the Accounts Section

| From | To | Mode of Travel | No. of fares | Single fare | Amount |
|------|----|----------------|--------------|-------------|--------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Total Rs. _____

Advance admissible (90% of above) = Rs. _____ Passed for Rs. _____

(in words); Rupees _____

Debitable to LTC advance Dr./Mr./Mrs./Ms. _____

Finance Officer

Chief Finance & Admn. Officer

Director