

APPLICATION FOR LEAVE TRAVEL CONCESSION

HOME TOWN / ANYWHERE IN INDIA /HOME TOWN CONVERSION (Delete which is not applicable)

BLOCK YEAR

- 1. Name of the Employee :
- 2. Designation :
- 3. Department/Section :
- 4. Pay Level as on the date of journey :
- 5. Home Town Declared :
- 6. Whether Spouse is employed. If so whether :
- entitled to LTC and name of the Organisation :
- 7. Details of leave sanctioned (copy attached): Nature : From : To :
- 8. Place of visit (with nearest railway station) :
- 9. Single fare by shortest route in the entitled class :
- 10. Amount of advance required (if any) :
- 11. Proposed dates of journey : Outward: Inward:
- 12. Particulars of persons in respect of whom the LTC is proposed to be availed:

Sl No	Name	Age	Relation	Traveling (Place)			Mode of Travel
				From	To	Back (Yes/No)	

13. Whether 10 days EL encashment is required or not :

I undertake (a) to refund the entire advance in one lump sum, in the event of cancellation of the journey or non performance of the journey within one month from the date of grant of advance (b) to travel by Air/Rail/Road/Water as per my entitlement and as per GOI LTC rules or specific rules as adopted by the Institute (c) to refund the excess advance drawn, if any, within 7 days of completion of the journey (d) to submit LTC bill, money receipts and other documents i.e Boarding Passes as required under the Rules within one month (where advance is drawn) / three months (where no advance is drawn), from the date of completion of the Journey.(e) total income of dependent member does not exceed more than Rs9000/-pm plus DA thereon.

Further, I understand that (a) In-laws are not entitled to avail LTC (b) I have to communicate to the Competent Authority about any change of declared place of visit before commencement of the journey or at least before return to the Institute, in case it is not possible to inform before commencement of the journey. (c) I and my spouse shall have to submit a joint declaration (if not submitted yet), in case my spouse is employed stating that no claim for reimbursement of travel cost will be made by him/her in respect of this LTC.

Signature

Date: _____