

**Form I**  
**APPLICATION FORM FOR GRANT OF LTC**

01. Name of the Government servant :  
02. Designation :  
03. Date of entering the central Govt. service :  
04. Pay + SI + NPA :  
05. Whether permanent or temporary :  
06. Home town as recorded in the Service Book :  
07. Whether wife/husband employed and if so  
whether entitled for LTC :  
08. Whether the concession is to be availed for visiting  
Hometown, and if so block for which LTC  
is to be availed :  
09. a. If the concession is to visit "anywhere in India", the  
place to be visited :  
b. Block for which to be availed :  
10. Probable date of onward journey :  
Probable date of return journey :  
11. Single rail fare/bus fare from the headquarters to  
hometown / place of visit by shortest route :  
12. Persons in respect of whom LTC is proposed to be availed :

Sl.No.	Name	Age	Relationship with Government servant

13. Amount of Advance required: :

I declare that the particulars furnished above are true and correct to the best of my knowledge.

I undertake to produce the tickets for the outward journey within ten days of receipt of the advance.

In the event of cancellation of the journey or if I fail to produce the tickets within ten days of receipt of advance, I undertake to refund the entire advance in one lump sum.

Date:

*Signature*

**CHECK LIST**  
(For use in office)

1. Particulars in columns 01 to 06 verified.

2. Amount entitled for Reimbursement : Fare Rs. .... x 2 x ...( No. of tickets)

Rs.

3. Advance admissible (90% of amount in 2) : Rs.

Advance of Rs.....(Rupees.....  
.....) may be sanctioned.

Date:

OS/UDC

CERTIFICATES TO BE GIVEN BY THE GOVERNMENT SERVANT

1. I have not submitted any order claim so far for Leave Travel Concession in respect of myself or my family members in respect of the years 200... and 200...
2. I have already drawn T.A. for the Leave Travel Concession in respect of the journey performed by me/my wife with ..... children. This claim is in respect of the journey performed by my wife/myself with ..... children none of whom travelled with the party on the earlier occasion.
3. I have not already drawn T.A. for the Leave Travel Concession in respect of the journey performed by me/my wife with ..... children in respect of the block of two years 200... and 200.... This claim is in respect of the journey performed by my wife/myself with ..... children none of who availed of the concession relating to that block.
4. I have not already drawn T.A. for the Leave Travel Concession in respect of a journey performed by me in the year 200... in respect of the block of two years 200... and 200... This claim is in respect of the journey performed by me in the year 200... This is against the concession admissible once in every year in a prescribed block for visiting home town as all the members of my family are living away from my place of work.
5. The journey has been performed by me/my wife with ..... children to the declared home town, viz  
.....
6. That my husband/wife is not employed in Government service.

That my husband/wife is employed in Government service and the concession has not been availed by him/her separately for himself/herself or for any of the family members for the concerned block of two years.

7. Certified that my husband/wife for whom LTC is claimed by me is employed in .....  
.....(name of Public Sector Undertaking/Corporation/  
Autonomous Bodies, etc.), which provides LTC facilities but he/she has not preferred and will not prefer, any claim in this behalf to his/her employer.
8. Certified that my husband/wife for whom LTC is claimed by me is not employed in any Public Sector Undertaking/Corporation/Autonomous Body financed wholly or partly by the Central Government or a Local Body, which provides LTC facilities to its employees and their families

Date:

*Signature of Government servant*

**DECLARATIONS**

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 incase of failure to perform the proposed journey for which advance was taken.

I also declare that I will not visit any place other than the place mentioned in the application without obtaining the prior approval of 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 drawing of LTC 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 ten 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 salary, together with the penal interest @ 2% 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 @ 2 % over and above the normal interest which is allowed by the Government on the Provident Fund balance of the employees.

I am also aware that my claim will be forfeited if I fail to submit the bills within three months from the date of completion of the 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 weekend holidays / other holidays / R H alone.

Date:

*Signature of Government servant  
with designation*

**ANNEXURE - III**

**JAWAHAR NAVODAYA VIDYALAYA, MUDIPU, BANTWAL, D.K. DISTT.**

Ref. No. F. 1-11/...../JNVDK//

Dated:.....

**OFFICE ORDER**

Shri/Smt/Miss. .... JNV, DK District of the

Vidyalaya has been granted the following leave under CCS Leave Rules 1972.

Sl.No.	Kind of Leave	Total No. of days	Period of Leave	
			From	To
01				

He/she would have continued to hold the same post in the Samiti, but he is proceeding on leave.

Sanction is also accorded to avail LTC (Hometown/All India/ Emergency Passage Concession) for the block year ..... for self/ self and family members/ family members alone consisting of the following members.

Sl.No.	Name	Age	Relationship with Government servant	REMARKS
01				
02				
03				

He/she has been sanctioned LTC advance of Rs. NIL..... for ..... tickets to undertake journey from JNV, Mudipu, Bantwal, D.K. to .....  
..... (PLACE) by entitled class during the above leave period.

(G J SAKRATES)  
Principal

Copy to :

1. The individual concerned with the direction to submit the joining report after availing leave and submit the bill for necessary sanction of LTC.
2. Account section.
3. The personal file of the employee.

Principal

**LEAVE TRAVEL CONCESSION BILL**

For the Block of years ..... to .....

[Note: This bill should be prepared in duplicate, one for payment and the other as office copy]

**PART A**

[To be filled in by the Government servant]

01. Name :  
02. Designation :  
03. Scale of Pay :  
04. Headquarters :  
05. Nature and period of leave sanctioned : Nature of leave From To

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06. Particulars of members of family in respect of whom LTC has been claimed:

Sl.No.	Name	Age	Relationship with the Govt. servant

07. Details of journey performed by Govt. servant and members of his/her family:

Departure		Arrival		Distance in Km.	Mode of travel	Class of accommodation used	No. of fares	Fare paid		Remarks
Place	date	place	date					Rs.	Ps.	

08. Amount of advance, if any, drawn : Rs.

09. Particulars of journey for which higher class of accommodation than the one to which the Govt. servant is entitled, was used (Sanction No. and date to be given)

Place		Mode of conveyance	Class to which entitled	Class by which actually travelled	No. of fares	Fares paid	
From	To					Rs.	Ps.

10. Particulars of journey performed by road between places connected by rail:

Name of places		Class to which entitled	Rail fare	
From	To		Rs.	Ps.

CERTIFIED THAT-

1. The information as given above is true to the best of my knowledge and belief;
2. That my wife/husband is not employed in Govt. service/that my wife/husband is employed in Govt. service and the concession has not been availed of by her/him separately for herself/himself or for any of the family members for the concerned block of years ..... to ..... ;
3. That my wife/husband for whom LTC is claimed by me is employed in ..... (name of Public Sector Undertaking/Corporation/Autonomous Body, etc.) which provides LTC facilities but she/he has not preferred and will not prefer, any claim in this behalf to her/his employer; and
4. That my wife/husband for whom LTC is claimed by me is not employed in any Public Sector Undertaking/Corporation/Autonomous Body financed wholly or partly by the Central Govt. or a Local Body, which provides LTC facilities to its employees and their families.

Date:

*Signature of Govt. servant*

**PART B**

[To be filled in by the Bill Section]

1. The net entitlement on account of Leave Travel Concession works out to Rs. ....  
 (Rupees .....)  
 as detailed below.

	Rs.	Ps.
a. Railway/Air/Bus/Steamer fare :		
b. Less amount of advance drawn vide Vr. No. .... dated ..... :		
Net Amount :		

2. The expenditure is debitable to :

Bill Clerk  
(initial)

Drawing and Disbursing Officer  
(Signature)

Countersigned

Controlling Officer  
(Signature)

Certified that necessary entries have been made in the Service Book of

Shri/Smt/Miss. ....

*dealing clerk*

*(Signature of the Officer authorized to attest entries in the Service Book)*

