

## Application Form for grant of LTC Advance

1. Name of the Employee :
2. Designation :
3. Section :
4. Roll No. :
5. Present Basic Pay :
6. Home town address as recorded in LTC Unit :
7. Whether Wife/Husband is employed and if so whether entitled to LTC :
8. Whether the concession is to be availed for visiting Home town, and if so block for which LTC is to be availed :
9. If the concession is to visit 'anywhere in India', the place to be visited. :
10. Block for which to be availed :
11. Nature of Leave with period :
12. Period of journey :
13. Persons in respect of whom LTC is proposed to be availed :

Sl. No.	Name	Age	Relationship

I declare that the particulars furnished above are true and correct to be best of my knowledge. I undertake to produce the tickets before performing the journey. In the event of cancellation of the journey, I undertake to refund the entire advance in one lump sum, within 30 days.

Date :

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 Signature of the worker

Note : The Competent Authority will impose penal interest @ 2% over GPF/CPF interest on the entire amount of advance if the LTC claim is not submitted within one month from the date of return journey ; when advance is taken.

( For office use only )

1. Calculation of the total Amount

2. Advance Admissible (90% of total amount) : Rs.

Advance of Rs. .... may be sanctioned

for the block year: .....

Prepared by

Sr Accounts officer/Accounts officer/Section officer


Forwarded to Professor-in-charge/CE(A&F)/Director/Dean of studies/Chief Librarian for approval
