



□□□□ □□□□□□ □□□□□□□□□□□□ □□□□□□□□,
□□□□□□

All India Institute of Medical Sciences, Rishikesh-249203

APPLICATION FOR LTC

1.	Name of Government Servant	:					
2.	Designation	:					
3.	Employee ID	:					
4.	Date of 1 st appointment in Central Government Service	:					
5.	Pay Level	:					
6.	Home Town as declared in Service Book	:					
7.	Whether spouse is employed and if so whether entitled to LTC	:	Yes/No				
8.	Type of leave availed	: Fromto				
9.	Particulars of LTC availed for						
	Previous Block years:.....	Current Block years:.....					
	(i) Home town / All India..... (ii) Block Year.....	(i) Home town / All India..... (ii) Block Year.....					
10.	Block year for which now proposed to avail	:				
11.	(a) If concession is to visit anywhere in India, place to be visited.	:				
	(b) Block year for which to be availed	:				
12.	Single Rail fare/ Bus fare/ Air fare from headquarters to home town/ place of visit by shortest route. (If traveled by road, journey must be done through any Government transport only)	:					
13.	Address during LTC	:					
14.	Entitlement as per Rule (Road/Rail/Air) (Kindly enclose a copy of rule)	:					
15.	Particulars of Govt. Servant & his/her family members availing facility (If Govt. Servant is traveling under LTC, he/she should mention his/her name below.)						
	S.N	Name	Relationship	DOB	Age	Married (Yes/No)	Dependant (Yes/No)
16.	Total approximate cost of travel : Rs.	:					
17.	Amount of Advance requested (90% Sr. No.15)	:	Yes/ No				
	If yes, amount required	:	Rs.....				
18.	Account No.	:					
19.	Encashment of EL required	:	Yes/ No				
	If yes, no. of days	: From to				

Encl: Copy of Leave sanctioned

DECLARATION

- (i) I _____ hereby certify that above particulars furnished by me are true and correct.
- (ii) I also undertake to refund LTC advance in full immediately. in case of failure to perform proposed journey for which advance has been taken.
- (iii) I also declare that I will not visit other than place mentioned in application without obtaining prior approval of competent authority.
- (iv) I also agree to produce evidence of purchase of tickets, etc, for myself/members of my family as case maybe for my forward journey within 10 days or before commencement of journey whichever is earlier from date of drawing advance. I am aware that failure to comply with above requirement will entail recovery of advance in one lump sum from next drawl of my salary, together with penal interest @ 2 % over and above normal GPF interest.
- (v) I am aware that if I do not submit LTC bills within one month from date of return journey outstanding LTC advance is recoverable in one lump sum from my next salary together with penal interest@ 2%over and above normal GPF interest.
- (vi) I am also aware that my claim will be forfeited if I fail to submit bill within 3 months from date of completion of journey.
- (vii) That my spouse is not employed in government / That my Spouse is employed in Government Service and concession has not been availed of by him/her separately for himself/herself or for any of family members for concerned block of two years.
- (viii) Certified that my spouse for whom L.T.C. is claimed by me is employed in _____(Name of Public Sector Undertaking/ Corporation/ Autonomous body etc.) which provides leave Travel Concession facilities but he/she has not preferred and will not prefer, any claim in this behalf from his/her employer.
- (ix) Persons in respect of whom LTC is proposed to be availed are dependent on me.

Date:.....

Signature of Applicant

Official use only:

- 1. Details have been verified from record and recommended / not recommended for LTC (Home Town/All India/In Lieu of Home Town) block Year..... & LTC advance of Rs. _____ in words _____

Administrative Officer

APPROVED/NOT APPROVED

- 1. LTC sanctioned /not sanctioned: Yes/No
- 2. LTC Advance sanctioned of Rs. _____
- 3. 10 days's EL encashment: Yes/No

Deputy Director (Admin)