

APPLICATION FOR LTC ADVANCE

1. Name of the applicant in full (in BLOCK letters) \_\_\_\_\_
2. Designation & Branch in which working \_\_\_\_\_
3. Basic pay + Dearness allowance (give separately) \_\_\_\_\_
4. Are you permanent or temporary or offg.  
Permanent? (If temporary or offg. permanent  
attach surety form from a permanent Govt. Servant. \_\_\_\_\_)
5. The duration of leave sanctioned (with dates) \_\_\_\_\_
6. Full address of your Home Town or Village \_\_\_\_\_  
a) with Post Office, Thana, Tehsil & District  
etc. (Declared & accepted by the Govt.) \_\_\_\_\_  
b) Name of place intended to visit on Bharat Darshan \_\_\_\_\_
7. No. of family members accompanying, if any, with names & age. \_\_\_\_\_

(In case of Parents, Brothers/Sisters certificate of dependency to be furnished).

8. Approximate date of commencement of journey \_\_\_\_\_
9. Name of nearest Railway Station to Home Town or Village (with distance) via shortest route. \_\_\_\_\_
10. Amount of 1st/2nd class rail fare/bus fare both ways per ticket. \_\_\_\_\_
11. Estimated amount of reimburseable fare under the LTC rules as per below :  
i) Total amount of rail/bus fare (both ways) \_\_\_\_\_  
ii) Estimated reimburseable amount of 100% of fare as calculated above. \_\_\_\_\_
12. Amount of advance applied for (this should be limited to 4/5th of the amount) \_\_\_\_\_
13. When did you avail of travel concession last time (give year and dates, if possible) \_\_\_\_\_  
Certified that the particulars given above are correct to the best of my knowledge & belief.  
It is also certified that I have not drawn travel concession for the block of Two/Four years \_\_\_\_\_ to \_\_\_\_\_

The following documents are enclosed :

- 1) Certificate of dependency.
- 2) Reservation (by rail) ticket Nos. \_\_\_\_\_
- 3) Cash receipt No. \_\_\_\_\_ date \_\_\_\_\_ for Rs. \_\_\_\_\_  
(in case of travelling by a Govt. Chartered Bus, from M/S \_\_\_\_\_)
- 4) Passengers list \_\_\_\_\_
- 5) Tour programme \_\_\_\_\_
- 6) Copy of Road permit \_\_\_\_\_
- 7) Copy of earned leave sanction. \_\_\_\_\_

UNDERTAKING: I shall refund the amount of balance within ten days from the date of advance, if the journey is not commenced on \_\_\_\_\_ as per date mentioned above.

Dated :

Signature of the applicant  
Designation  
Branch

# LEAVE TRAVEL CONCESSION BILL FOR THE BLOCK YEAR .....

Note: This bill should be prepared in duplicate-one for payment and other for office copy

## PART - A

(TO BE FILLED BY THE GOVERNMENT SERVANT)

1. Name ..... 2. Designation .....

3. Pay ..... 4. Headquarters .....

5. Nature and period of leave sanctioned from..... to.....

6. Particulars of members of family in respect of whom the LTC has been claimed

Sl.No	Name	Age	Relationship with Govt. Servant
1			
2			

8. Details of journey(s) performed by Government Servant and the members of his/her family .

Departure		Arrival		Distance (Kms)	Mode of Travel and Class of Accommoda tion	No. of fares	Fare Paid	Remarks
Date & time	From	Date & time	To					

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

10. Particulars of journey(s) for which higher class of accommodation than the one to which the Government Servant is entitled was used. ( Sanction Number and date to be given).

Date & Place		Mode of Conveyance	Class to which Entitled	Class by which actually traveled	No. of fares	Fare Paid Rs.
From	To					

11. Particulars of Journey(s) performed by the road between places connected by rail:

Names of Places		Class to which Entitled	Fare Paid Rs.
From	To		

Certified that :-

1. The information are given above is true to the best of my knowledge and belief and
2. That my husband /wife is not employed in Government service/that my husband /wife is employed in Government Service and the concession had not been availed of by him/her separately for himself/herself or for any of the family members for the concerned block of .....year.

Signature of the Govt. Servant

Date

**PART -B**  
(To be filled by Bill section)

1. The net entitlement an account of Leave Travel Concession works out Rs \_\_\_\_\_

Rupees .....as detailed below :

a) Railway/Air/Bus/ Steamer Fare Rs \_\_\_\_\_

b) Less Amount of advance drawn vide voucher No.....Date.....Rs.....

Net Amount/Rs. \_\_\_\_\_

2. Expenditure is debit able to \_\_\_\_\_

Initial of Bill Clerk

Signature of D D O

Countersigned

Signature of Controlling Officer

Certified that necessary entries have been made in the service book of Shri /Smt  
Kum \_\_\_\_\_

Signature of the Officer Authorised to attest in the service book



## CERTIFICATE TO BE GIVEN BY THE GOVT. SERVANT

1. I have not submitted any other claim so far LTC in respect of myself or my family members in respect of the two/four year 20 to 20

2. I have already drawn TA for LTC in respect of journey performed by me/Wife/Mother/Father with.....children brothers sisters.

This claim is in respect of the journey performed by me/Wife with.....children non of whom travelled with the party on the earlier occasion.

3. The journey has been performed by me /Wife/Mother/Father with.....children brothers ..... sisters to declared

Home Town ..... Bharat Darshan.

4. That my husband/wife is not employed in Govt. service and the concession has not been availed by him/her separately for himself/herself or for any of the family members on the occasioned block of Two/Four years.

5. I have availed .....days CL/EL from ..... to.....

Signature of the Govt. Servant

Designation

Branch