

KIRORI MAL COLLEGE, DELHI-110007

(University of Delhi)

SECTION XX FORM-I

APPLICATION FORM FOR GRANT OF LTC ADVANCE

1. Name of the Employee (In Block Letters) :
2. Designation and Department :
3. Date of entering the Central Government service :
4. Basic Pay :
5. Whether Permanent or Temporary :
6. Home Town as recorded in the Service Book :
7. Whether Husband/Wife 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. (a) If the concession is to visit anywhere in the India, the place to be visited.
10. Single Rail Fare/Bus Fare from Headquarters to Home Town/Place of visit by
shortest route :
11. Person in respect of whom LTC proposed to be availed

S. No.	Name	Age	Relationship

Amount of Advance required Rs.

I declare that the particulars furnished above are true and correct to the best of my knowledge. I undertake to produce the tickets for outward journey within 10 days of receipt of the advance.

In the event of cancellation of the journey or if I fail to produce the tickets within one day of receipt of advance. I undertake to refund the entire advance in one lumpsum.

Date Signature of Employee

CHECK-LIST (for use in office)

1. Particulars in Cols to be verified
2. Amount entitled for
Reimbursement : Fare Rs. $\times 2 \times$ No. of tickets
on Rs.
3. Advance admissible (90% of Amount in two)
Advance of Rs. May be sanctioned

ASSTT.

S.O.(A/cs)

A.O.

BURSAR

PRINCIPAL

WHAT THE GOVERNMENT SERVANT SHOULD DO

1. He should ensure that his hometown is correctly indicated in his service records. Otherwise, he should take action to have his hometown entered therein.
2. Whenever he intends to avail of the concession under this scheme, he should inform the Controlling Officer before commencement of the journeys :
3. When he intends to avail of the concession to visit anywhere in India by himself or any member/s of his family, he should declare the intended place of visit to the Controlling Officer. The official and/or member/s of the family must visit that place to become eligible for reimbursement of the claim.
4. If there is any change in the intended place of visit, he should intimate the same to the Controlling Officer, before the commencement of the journey.
5. He should produce evidence of his having actually performed the journey, for example, Serial numbers of Railway Tickets.
6. If he takes an advance under this Scheme, he should ensure that the outward journey is commenced within 30 Days from the date of grant of the advance, or refund the full advance. In case of journeys by rail advance can be drawn sixty days before the proposed date of outward journey. In all cases, railway/bus tickets should be produced within 10 days of drawl of the advance.
7. He should see that half the advance is refunded if the period of absence exceeds 90 Days.
8. He should prefer the bills adjusting the advance taken within one month from the completion of the return journey. In all cases, the claim will stand forfeited or deemed to have been relinquished, if the same is not preferred within three months of the return journey.

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(Signature of the Employee)

ENTITLEMENT : (Journey by rail)—for travel by train under Leave Travel Concession, Entitlement to different classes of accommodation shall be as under :—

PAY RANGE		ENTITLEMENT	
(A) JOURNEY BY AIR/RAIL			
Rs. 18,400/- and above		Air Economy (Y) Class by National Carriers or AC First Class by train At their option	
Rs. 16,400/- and above but Less than Rs. 16,400/-		AC First Class	
Rs. 4,100/- and above but Less than Rs. 8,000/-		First Class/AC 3-tier Sleeper/ AC Chair Car	
Below Rs. 4,100/-		Second Sleeper	
(B) TRAVEL BY RAJDHANI EXPRESS TRAINS		(C) TRAVEL BY SHATABDI EXPRESS	
PAY RANGE	ENTITLEMENT	PAY RANGE	ENTITLEMENT
Rs. 16,400/- & above	AC First Class	Rs. 16,000/- & above	Executive Class
Rs. 8,000/- & above, Less than Rs. 16,400/-	Second AC 2-tier Sleeper	Rs. 4,100/- & above but than 16,400/-	Executive Class AC Chair Car
Rs. 4,100/- & above, But less than Rs. 8,000/-	Chair Car		

CERTIFICATE TO BE GIVEN BY THE CONTROLLING OFFICER

1. Certified that Mr./Ms.
has rendered continuous service for one year or more on the date of commencing the outward journey.
2. Necessary entries as required under Para 3 of the Ministry of Home Affairs O.M. No. 43/11/55-Ests. (A) Part-II dated 11.10.56 have been made in the Service Book of Mr./Ms.
..... at Page No.

.....
(Signature of the Controlling Officer)
(Principal)

CERTIFICATES TO BE GIVEN BY THE EMPLOYEE :

1. I have not submitted any other claim so far, for Leave Travel Concession in respect of myself or my family members in respect of block of two years 19 and
2. I have already drawn T.A. for the Leave Travel Concession in respect of journey performed by me/My wife with children. This claim in respect of the journey performed by my wife, myself with children. None of them travelled with the party on the earlier occasion.
3. The journey has been performed by me/my wife with children to the declared 'Home Town', viz
4. That my husband/wife is employed in the University or elsewhere,
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That my husband/wife is employed in University or in and the concession has not been availed or by him/her separately or himself/herself of the any of the family members for the concerned block of two years.

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(Signature of the Employee)