



LTC Application cum Advance Form

Date:

1. Personal details:

1	Name		4	Department	
2	P.F.No.		5	Grade Pay	
3	Designation		6	Date of Joining (Min. 1 Yr. Service)	

2. LTC particulars:

1	Specify whether Home town or Elsewhere		8	Block Year	
2	Destination		9	Route Course	
3	Departure Date		10	Arrival Date	
4	Nearest Railway Station/Airport		11	Mode of Journey as per eligibility	
5	Approx. one way fare (Encl. Estimate)	Rs.	12	Class of journey	
6	Advance if, required, (Max. 90%).	Rs.	13	No of ELs for leave encashment, if required as per the enclosed form-LTC-2	(Max.10 days)
7	Nature of leave applied and sanctioned	EL/HPL/CL/ Others	14	Period of Leave (Encl. leave letter)	From : To :

3. Details of persons availing of the concession:

Sl. No	Name (s) of the family member (s)	Relationship	Date of Birth	Age (Yrs.)
1				
2				
3				
4				
5				

4. Undertaking by the Applicant: I undertake to:

- I have read the Terms & Conditions of LTC as per Circular ----- and undertake to follow the same.
- The sanction is done in advance, subject to the undertaking by the employee that he/she would follow the latest rules of LTC as notified by the Govt. of India from time to time and which are applicable as on the date of journey performed. The latest rules of the Govt. of India on LTC as available at [http://persmin.gov.in/DOPT/EmployeesCorner/Acts_Rules/CCS\(LTC\)/contents.htm](http://persmin.gov.in/DOPT/EmployeesCorner/Acts_Rules/CCS(LTC)/contents.htm)
- Persons proposed to avail LTC are wholly dependent family members, as per eligibility.
- My spouse is (a) not employed () (b) is a Central / State Govt. Servant () and that she/he has not claimed/will not claim LTC for self and dependents from other sources.

Submitted for Approval	Recommended & Forwarded as per rules
Signature of the Applicant	HOD/Section In-charge

5. Administrative Approvals:

Verified and entered leave details in SR	Checked & Recommended for approval	Approved as per rules
Asstt./Jr.Supt.	Supdt./AR/DR (Admin.)	DoFA / Registrar / Director