

Application form for grant LTC Advance & EL Encashment

1.	Name of the staff	:		
2.	Designation	:		
3.	a. Date of entering Government service	:	a.	
	b. Date of Joining in NID AP	:	b.	
4.	Pay Level & Present Basic pay	:		
5.	Whether permanent or temporary or on Rolling contract	:		
6.	Home Town as recorded in the Service Book	:		
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.	a. If the concession is to visit "Anywhere in India" the place to visited.	:	a.	
	b. Block for which to be availed	:	b.	
10.	Single rail/bus/air fare from the Headquarters to Hometown/place to visit by shortest route	:		
11.	Probable date of journey	:		
12.	Probable/Actual Leave Period & Nature of Leave	:		
13.	Persons in respect of whom LTC is proposed to be availed.	:		
Sl. No	Name	Age	Date of Birth	Relationship to the Dependent family member
14.	Amount of Advance required (90% of estimated fare of both ways)	:		
15.	If you require Leave encashment for 10 Days of E.L.	:	YES / NO	

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

In the event of cancelling of the journey or if I fail to produce the tickets within ten days of receipt of advance. I undertake to refund the entire advance in lump sum.

Upon receipt of advance, I undertake to submit the LTC claim within one month from the date of return journey.

Date :

Signature

Note: Leave travel Concession is available only for those who have rendered continuous service for one year or more on the date of commencement of the outward journey. When advance is drawn and if the claim is not submitted within 30 days from the date of return journey, the outstanding advance shall be recovered with applicable penal interest on the entire advance. In case wherein advance is not drawn, the claim should be submitted within 90 days from the date of return journey otherwise, the claim shall be forfeited.

For Office Use

Certificate for sanction of LTC Advance	
1. Particulars in Col. 1 to 6 verified	:
2. Whether nature and period of leave sanctioned	:
3. Amount entitled for reimbursement	: Rs.
(Fare Rs. _____ X 2 X Nos. of tickets)	
4. Advance admissible (90% of estimated fare)	:
Advance of Rs. _____/- may be sanctioned	

Certificate and Calculation of Amount of Encashment of EL	
No. of EL for Encashment :	Basic Pay :
	DA:
Certify whether requisite period (30) of EL is available after taking into account the period of encashment at his/her credit as on _____	Calculation:
	Encashed Amount:

Dealing Assistant

Admin Officer

Chief Administrative Officer

Director