

## **FORM OF L.T.C. ADVANCE**

1. Name of the Govt. Servant (Block letter) :-
2. Designation (permanent /Semi-Permanent / temporary to be stated) :-
3. Basic Pay / pay in pay band :-
4. Grade pay :-
5. Date of appointment :-
6. Name of the Institution :-
7. Home address :-
8. i) period and natural of leave granted  
date on which Journey will start :-
- ii) Block year for which the L.T.C in  
Intended to be availed :-
9. i) Block year for which the L.T.C.  
was last availed, if so :-
- ii) The period of leave then granted :-
10. Home station and the place of choice  
for which the journey is to be performed :-
11. Distance (in K.M) between the starting  
Point and destination (by Rail/Road) by  
The shortage route and the principal  
Station calling on the route :-
12. Class of accommodation is which entitled :-
13. Single rail fare and fare by public  
conveyance for journey by road  
in which journey is to be performed :-
14. 20 % of the Expenditure to be borne  
by Govt. Servant :-
15. 80 % of L.T.C, advance admissible per ticket :-
16. Total amount of L.T.C, advance claimed  
for self and members of the family :-

**Full Signature of the applicant**

17. Particulars of family members along with relationship of the applicant etc.

<u>Sl.No.</u>	<u>Name in full</u>	<u>Age</u>	<u>Relationship</u>

18. i) Class in which reading alongwith age :-  
 ii) If not reading than what he/she is :-  
 doing now (If unemployed than  
 Certificate from civil S.D.O.to be  
 enclosed)
- 19.i) Age certificated from the head of the :-  
 Institution, under which he/she is  
 reading with the Signature & seal  
 Photostat or attested copy of Admit  
 Card of H.S.L.C, Examination if  
 appeared to be enclosed herewith.
- ii) Court affidavit for adopted children :-  
 iii) Total number of family member :-
20. If both husband & wife are Govt. servant :-  
 either one will certify stating designation  
 that he/she was not availed journey  
 under this scheme.
21. Recommendation of the head of the :-  
 Institution with seals & Signature
22. Date of retirement (attested copy of Service :-  
 Book may be enclosed)

Certified that the information furnished is this L.T.C Advance From are true. If any information is proved false I am liable to any punishment deemed fit by the authority.

**Full signature of the Govt. employee**

**ANNEXTURE - I**

**(To Be Sign By Government Employee)**

1. I have not submitted any other claim so for leave and ravel concession in respect at myself or my family members in respect of the Block of the four years i.e. \_\_\_\_\_ - \_\_\_\_\_ .
2. I have already drawn A.D. for leave Travel concession in respect of a journey/claim in respect of the journey performed by myself / wife / son / daughter. This claim in respect of the journey performed by myself / wife / son / daughter with none of whom travelled with the party on the earlier occasion.
3. The journey has been performed by myself / wife with children to the declared places \_\_\_\_\_ to \_\_\_\_\_.
4. That my husband/wife is not employed Govt. service that my husband/wife is 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 for the concerned Block of your year.
5. Certified that the officer concerned has completed one year continuous of service of service before the date of journey performed by him / his family under the scheme and this has been recorded in the Service Book.

**Full signature of the Govt. employee**

**ANNEXURE – A**

1. Name of the Govt. Servant (Block letter) :

2. Name of the family member (fill accordingly) -

<b><i><u>Sl.No.</u></i></b>	<b><i><u>Name in full</u></i></b>	<b><i><u>Relationship</u></i></b>	<b><i><u>Signature</u></i></b>

3. (a) Date of Departure :

(b) Time of Departure :

(c) Mode of Journey :

4. (a) Declare of place :

(b) Date of Arrival :

(c) Time of Arrival :

Certified that the information as mention above regarding the journey from \_\_\_\_\_ to \_\_\_\_\_ under L.T.C scheme are true. If any information is proved false I am liable to any punishment deemed fit and proper by the authority.

Date :  
Place :

Full signature of the  
Govt. Employee

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Seal & signature of the  
Controlling authority

N.B. This Form must be filled-up by the employee who perform the journey under L.T.C. scheme and it should be send by Register Post from the destination to the controlling authority.

## **UNDERTAKING**

Date –

*I, Sri/Smti* \_\_\_\_\_  
*serving in the post of* \_\_\_\_\_ *in* \_\_\_\_\_  
\_\_\_\_\_ *School under* \_\_\_\_\_  
*district is hereby declared that –*

I have not availed any L.T.C. (Leave and Travel Concession) in respect of myself or my family members during my service period till date.

Date :  
Place :

Full signature of the

Govt. employee

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*Seal & signature of the  
Controlling authority*

N.B. This Form must be filled-up by the employee who wants to perform the journey under L.T.C. scheme and it should be enclosed alongwith the L.T.C. application Form.