

Sub: Application for grant of leave travel concession Advance .

Note: 1. information in respect of all columns is compulsory for processing of application.
2. * Strikeout whichever is not applicable.

1.	Employee code No.		2.	Name of the employee			
3.	Designation		4.	Place of posting			
5.	Scale of Pay		Rs. _____ (IDA / CDA)				
6.	Home Town	* YES / NO	7.	Other than home town	* YES / NO		
8.	Block year for which LTC is applied for		20____ - 20____				
9.	Name of the place to be visited with the nearest railway station						
10.	Approx. Distance from HQ		_____ Kms.				
11.	Probable date of commencement of Journey						
12.	Nature of leave		* CL / LAP / LHAP				
13.	Sanctioned period of leave		From: _____	To: _____			
14.	Particulars of the members of family (including self) for whom advance applied for						
	S.No	Name	Relationship	Age / Date of birth			
	i)						
	ii)						
	iii)						
	iv)						
	v)						
vi)							
15.	Mode and class of entitlement (Strike out whichever is not applicable)		<ul style="list-style-type: none"> • Air Economy • Rail 1st / 2nd / 3rd AC / 2nd sleeper 				
16.	Amount of advance applied for with details of calculation. Note: 1) An employee is entitled to travel by the mode and class as laid down in Rules. 2) In case, the employee intends to travel by road, the amount of reimbursement would be limited to entitled mode / class of travel. In such cases specific journey details must be mentioned; otherwise claim will not be entertained.						
	Details of calculations for to and fro journey(s)						
	S.No.	From	To	Mode / class of journey	Fare	No. of fare	Total amount
	Total						
	Eligible amount of advance (80 %)						Rs.
	Amount of the advance applied for						Rs.
(For Office Use) – Recommendations of HRM							
Recommended for an advance of Rs. _____							

A. Certified that: -

- i) The family members in respect of whose journey (s) the advance is being claimed are entirely dependent on me and residing with me.

- ii) That my spouse and family members would not be availing of this concession from any other source separately.
- iii) That the journey (s) shall be performed by the class of accommodation for which the advance has been drawn.

B. I undertake:

- i) to refund the advance in full forthwith if the outward journey is not commenced within 30 days of the drawal of advance.
- ii) to refund the Company one half of the advance forthwith where the advance has been drawn for both the outward and return journey and later it becomes clear that the period of absence from Headquarters is likely to exceed 90 days.
- iii) to submit the L.T.C. Claim in adjustment of the advance drawn within 30 days after the completion of the return journey.

Date: _____

Signature of the employee _____

Signature of the Controlling Officer

FOR USE IN HRM/ ACCOUNTS

Information given above is verified. Recommended for sanction of an advance of Rs. _____ . Kind approval is solicited for sanction of advance.

Dealing Assistant

Manager / HRM

DGM / HRM

GM / F / HQ

ED / Finance