

**PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS (OFFICER), PUNE**

**CHECK LIST – LTC CLAIMS (177A)**

<b>Name of the Document</b>	<b>Yes / No</b>
<b>Claim</b> duly ink-signed & Countersigned attached?	
<b>Leave Certificate / Leave Part II Order</b> attached?	
<b>Air Ticket</b> attached?	
<b>Boarding Pass</b> (Certificate from Airlines in their letter head in case of loss of Boarding Pass) attached?	
Whether Claim <b>Submitted within 1 month of completion of return Journey</b> if advance is drawn or 3 months if advance is not drawn (Or else Time Bar sanction attached)?	
Whether <b>visited Home Town</b> (or <b>NE, J&amp;K or A&amp;N Islands</b> in case of in lieu of Home Town)?	
Whether <b>Return Journey</b> has been <b>completed within 6 months</b> of onward journey?	
<b>Lost Voucher Certificate as per Rule 43 FR II</b> in case of loss of original documents attached?	
Only for Self, Family and Dependants	

**PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS (OFFICER), PUNE**

**CHECK LIST – LTC CLAIMS (177B)**

<b>Name of the Document</b>	<b>Yes / No</b>
<b>Claim</b> duly ink-signed & Countersigned attached?	
<b>Leave Certificate / Leave Part II Order</b> attached?	
<b>Air Ticket</b> attached?	
<b>Boarding Pass</b> (or a Certificate from Airlines in their letter head in case of loss of Boarding Pass) attached?	
Claim <b>Submitted within 1 month</b> of completion of return Journey if advance is drawn or 3 months if advance is not drawn (Or else Time Bar sanction attached)	
Whether visited <b>Any place of India</b> including <b>Home Town</b>	
<b>Return Journey</b> has been <b>completed within 6 months</b> of onward journey.	
<b>Lost Voucher Certificate</b> as per <b>Rule 43 FR II</b> in case of loss of original documents attached?	
Only for Self and Family	
Whether availed in <b>Alternate Year</b>	

**PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS (OFFICER), PUNE**

**CHECK LIST – LTC CLAIMS (177C)**

<b>Name of the Document</b>	<b>Yes / No</b>
<b>Claim</b> duly ink-signed & Countersigned attached?	
<b>Leave Certificate / Leave Part II</b> Order attached?	
<b>Air Ticket</b> attached?	
<b>Boarding Pass</b> (Certificate from Airlines in their letter head in case of loss of Boarding Pass) attached?	
Claim <b>Submitted within 1 month</b> of completion of return Journey if advance is drawn or 3 months if advance is not drawn (Or else Time Bar sanction attached)	
Whether visited <b>Any place of India</b> including <b>Home Town</b>	
<b>Return Journey</b> has been <b>completed within 6 months</b> of onward journey.	
<b>Lost Voucher Certificate</b> as per <b>Rule 43 FR II</b> in case of loss of original documents attached?	
Only for Self	
Whether <b>posted in Field Area</b> ?	