## <u>SECTION - XX FORM - I</u> APPLICATION FORM FOR GRANT OF LTC ADVANCE

1.	Name of	Name of the Employee (In Block Letters):						
2.	Designa	Designation and Department:						
3.	Data of entering the Central Government service:							
4.	Basic Pa	y:						
5.	Whether	Permanent or Temporary:						
6.	Home Town as recorded in the Service Book:							
7.	Whether	r Husband / Wife is employed and						
	If so wh	ether entitled to LTC:						
8.	Whether	r the concession is to be availed for visiting Ho	me Town and if	so block				
	For whi	ch LTC is to be availed:						
9.	(a) If the	e concession is to visit anywhere in the India, the	ne place to be vis	ited				
10		Rail Fare / Bus Fare from Headquarters to Hom-						
		route:						
11		in respect of whom LTC proposed to be availed						
_	Sl. No.	Name	Age	Relationship				
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F								
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			. 44					
-	I decla	Amount of Advance required Rs.  I declare that the particulars furnished above are true and correct to the best of my knowledge. I undertake to produce the tickets for outward journey within 10 days of receipt of the advance.  In the event of cancellation of the journey or if I fail to produce the tickets within one days of receipt of advance. I undertake to refund the entire advance in one lumpsum.						
				e de la companya de l				
	Date			loyee				
		• •	CHECK - LIST (for use in office)					
	<ol> <li>Par</li> <li>Am</li> </ol>	ticulars in Cols to be verified nount entitled for Reimbursement : Fare Rs		x 2 x No. of tickets				
		Vance admissible (90% of Amount in two) vance of RsMay l		- -				
	· -	stt. S.O(A/cs) - A.O	BURSAR	PRINCIPAL				

## WHAT THE GOVERNMENT SERVANT SHOULD DO

- 1. He should ensure that his hometown is correctly indicated in his service records. Otherwise, he should take action to have his hometown entered herein.
- 2. Whenever he intents to avail of the concession under this scheme, he should inform the Controlling Officer before commencement of the journeys:
- 3. When had intends to avail of the concession to visit anywhere in India by himself or any member/s of his family, he should declare the intended place of visit to the Controlling Officer. The official and / or member's of the family must visit that place to become eligible for reimbursement of the claim.
- 4. If there is any change in the intended place of visit, he should intimate the same to the Controlling Officer, before the commencement of the journey.
- 5. He should produce evidence of his having actually performed the journey, for example, Serial numbers of Railway Tickets.
- 6. If he takes an advance under this Scheme, he should ensure that the outward journey is commenced within 30 Days from the date of grant of the advance, or refund the full advance. In case of journeys by rail advance can be drawn sixty days before the proposed date of outward journey. In all cases, railway / bus tickets should be produced within 10 days of drawl of the advance.
- 7. He should see that half the advance is refunded if the period of absence exceeds 90 Days.
- 8. He should prefer the bills adjusting the advance taken within on month from the completion of the return journey. In all cases, the claim will stand forfeited or deemed to have been relinquished, if the same is not preferred within three months of the return journey.

(Signature of the Employee)

**ENTITLEMENT**: (Journey by rail) – for travel by train under Leave Travel Concession, Entitlement to different classes of accommodation shall be as under: -

PAY RANGE	ENTITLEMENT
(A) JOURNEY BY AIR / RAIL  Rs. 18,400/- and above	Air Economy (Y) Class by National Carriers or AC First Class by train. At their option
Rs. 16,400/- and above but Less than Rs. 16,400/-	AC First Class
Rs. 4,100/- and above but Less than Rs. 8,000/-	First Class / AC-3-tier Sleeper / AC Chair Car
Below Rs. 4,100/-	Second Sleeper
(B) TRAVEL BY RAJDHANI EXPRESS TRAINS	(C) TRAVEL BY SHATABDI EXPRESS

PAY RANGE	ENTITLEMENT -	PAY RANGE	ENTITLEMENT
Rs. 16,400/- & above Rs. 8,000/- & above, Less than Rs. 16,400/-		Rs. 16,400/- & above Rs. 4,100/- & above, Less than Rs. 16,400/-	Executive Class
Rs. 4,100/- & above, But less than Rs. 8,000/-	Chair Car – – – – –	· · · · · · · · · · · · · · · · · · ·	·