

**APPLICATION FOR LEAVE TRAVEL CONCESSION**

1.	Name of the Employee with Employee Code		
2.	Designation and Department		
3.	Date of entering the Central Government Service/Date of Joining with INST, Mohali		
4.	Pay Level		
6.	Leave required	Nature : _____ From _____ To _____ Prefix _____ & Suffix _____	
7.	Whether spouse is employed, if yes whether entitled to LTC		Yes / No
8.	Proposed dates of Journey	<b>Outward</b>	<b>Inward</b>
		Self	
		Family	
9.	Home Town as recorded in the Service Book		
10.	Nature of LTC to be availed, Home Town/Anywhere in India With Block Year		
11.	If, anywhere in India, the place to be visited		
12.	Estimated fare of entitled class from the headquarter to Home Town/Place of visit by shortest route (proof need to be attached).		
13.	Person(s) in respect of whom LTC is proposed to be availed.		
	<b>S No.</b>	<b>Name</b>	<b>Age</b>
			<b>Relationship</b>
			<b>Travelling (Place)</b>
			<b>From</b>
			<b>To</b>
			<b>Back (Yes/No)</b>
			<b>Mode of Travel</b>
14.	Advance Required		Yes / No
15.	Encashment of earned leave required.		Yes/No _____ days

I undertake (a) to produce the tickets for the journey within ten days of receipt of the advance (b) to refund the entire advance in lump sum, in the event of cancellation of the journey within two months from the date of drawl of the advance or failure to produce the tickets within 10 days of drawl the advance (c) to travel by Air/Rail/Road as per my entitlement and as per GOI LTC rules or specific rules as adopted by the Institute (d) to refund the excess advance drawn, if any, within 7 working days of completion of the journey (e) to submit necessary bills, money receipts and other documents\* as required under the Rules and Regulations of the Institute within one month (where advance is drawn) / three months (where no advance is drawn), from the date of completion of the journey.

I will communicate to the competent authority about any change of declared place of visit or change of dates before the commencement of the journey.

**Certified that:-**

1. The information, as given above is true to the best of my knowledge and belief; and
2. My spouse is not employed in Government service / my spouse is employed in government service and the concession has not been availed of by him/her separately of himself/herself or for any of the family members for the \_\_\_\_\_ block year.

Signature of the Applicant with date

Forwarded please.

Group Coordinator / HoO

\* Please note that, in case of e-tickets, Boarding Passes are to be submitted while settling LTC claim.

**FOR USE BY ADMINISTRATION**

Fresh Recruit i.e. joining Govt. Service after 1.09.2008 /otherwise, Date of joining: \_\_\_\_\_ Block year: \_\_\_\_\_

Sl. No.	Particulars	Last availed	Current LTC
01	Nature of LTC (Home Town/Anywhere in India-place visited/ to be visited)		
02	Period (from _____ to _____)		
03	LTC for Self/Family		
04	Earned leave encashment (No. of Days)		
05	Earned Leave standing to his credit on _____ = Balance Earned leave after this encashment = Earned Leave encashment admissible =		
06	Period and nature of leave applied for and need to be sanctioned		

May consider and approve the above LTC (Home Town/Anywhere in India), Leave and Encashment of Leave.

Dealing Assistant

Chief Finance & Admn. Officer / Head of Office

**For use by the Accounts Section**

From	To	Mode of Travel	No. of fares	Single fare	Amount

Total Rs. \_\_\_\_\_

Advance admissible (90% of above) = Rs. \_\_\_\_\_ Passed for Rs. \_\_\_\_\_

(in words); Rupees \_\_\_\_\_

Debitable to LTC advance Dr./Mr./Mrs./Ms. \_\_\_\_\_

Accountant

Finance Officer

Chief Finance & Admn. Officer / Head of Office