

**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 IIT Palakkad								
4	Pay Level and Current Basic Pay								
5	Details of Leave sanctioned by Dean (Admn)/Registrar		Nature: _____ From _____ To _____ No. of days _____ Prefix: From _____ To _____ & Suffix: From _____ To _____						
6	Whether spouse is employed, if yes whether entitled to LTC		Yes / No						
7	Proposed dates of Journey		<b>Date of Outward Journey</b>	<b>Date of Inward Journey</b>					
			Self						
			Family						
8	Home Town as recorded in the Service Book								
9	Nature of LTC to be availed, Home Town / Anywhere in India with Block Year								
10	If, anywhere in India, the place to be visited								
11	Estimated fare of entitled class from the headquarter to Home Town/Place of visit by shortest route (proof need to be attached) .								
12	Person(s) in respect of whom LTC is proposed to be availed.								
	<b>SNo</b>	<b>Name</b>	<b>Age</b>	<b>Relationship</b>	<b>Whether Dependent? (Yes / No)</b>	<b>Traveling (Place)</b>			<b>Mode of Travel</b>
						<b>From</b>	<b>To</b>	<b>Back (Yes / No)</b>	
	(i)								
	(ii)								
	(iii)								
	(iv)								
(v)									
13	Advance Required		Yes / No						
14	Encashment of earned leave required.		Yes / No _____ days						

**(Kindly attach the fair list of tickets with this application)**

**If traveled by road, journey must be done through any Government transport only.**

15. Total approximate cost of travel : Rs. \_\_\_\_\_

16. Amount of Advance requested (90% of Total) : Rs. \_\_\_\_\_

**Signature**

## DECLARATION

1. I \_\_\_\_\_ hereby certify that the above particulars furnished by me are true and correct. I undertake to furnish the PNR No. of tickets within 10 days of drawl of advance.
2. I also undertake to refund the LTC advance in full immediately. in case of failure to perform the proposed journey for which advance has been taken.
3. I also declare that I will not visit other than the place mentioned in the application without obtaining prior approval of the competent authority.
4. I also agree to produce evidence of purchase of tickets, etc, for myself/members of my family as the case maybe for my forward journey within 10 days or before the commencement of the journey whichever is earlier from the date of drawing the advance. I am aware that failure to comply with the above requirement will entail recovery of the advance in one lump sum from the next drawl of my salary, together with the penal interest @2 % over and above the normal GPF interest.
5. I am aware that if I do not submit LTC bills within one month from the date of return journey the outstanding LTC advance is recoverable in one lump sum from my next salary together with the penal interest @2 % over and above the normal GPF interest.
6. I am also aware that my claim will be forfeited, if I fail to submit the bill within 3 months from the date of completion of the journey.
7. That my spouse is not employed in government. That my Spouse is employed in Government Service and the concession has not been availed of by him/her separately for himself/herself or for any of the family members for the concerned block of two years.
8. Certified that my wife/husband for whom Leave Travel Concession is claimed by me is employed in \_\_\_\_\_ (Name of the Public Sector Undertaking/ Corporation/ Autonomous body etc.) which provides leave Travel Concession facilities but he/she has not preferred and will not prefer, any claim in this behalf from his/her employer.
9. Persons in respect of whom LTC is proposed to be availed are dependent on me.
10. I also agree to travel by Air / Rail / Road as per my entitlement and as per GOI LTC rules or specific rules as adopted by the Institute
11. I also agree to refund the excess advance drawn, if any, within 7 working days of completion of the journey.
12. I also agree 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.
13. 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

**Signature of the Applicant with date**

**Forwarded please.**

**Head/Section In-charge**

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

**For Use by the Personal Section**

Fresh Recruit i.e. joining Govt. Service after 01.09.2008 / otherwise, Date of joining : \_\_\_\_\_  
Block year : \_\_\_\_\_

S. No	Particulars	Last availed	Current LTC
1	Nature of LTC (Home Town/Anywhere in India-place visited/to be visited)		
2	Period (from _____ to _____)		
3	LTC for Self/Family		
4	Earned leave encashment (No. of Days)		
5	Earned Leave standing to his credit on _____ = Balance Earned leave after this encashment = Earned Leave encashment admissible =		
6	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.

Junior Assistant

Junior Superintendent

Assistant Registrar

Deputy Registrar

<b><u>For Use by the Audit Section</u></b>
Comments/Observations:
Sr. Audit Officer

**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. \_\_\_\_\_

Junior Accountant

Junior Accounts Officer

Assistant Registrar

Deputy Registrar

Recommended & Forwarded

Approved / Not Approved

**Registrar**

**Director**