

REGIONAL CENTRE FOR BIOTECHNOLOGY

(NCR BSC, Faridabad-Gurgaon Expressway, Faridabad)

APPLICATION FOR LTC ADVANCE

1. Employee Code :
2. Name of the Official {in Block Letters} :
3. a) Designation
b) Permanent or Temporary
{If not permanent, Surety Bond from a permanent official to be enclosed with the application}.
4. Unit/Office/ Section to which attached :
5. Basic pay + NPA + SI in the present grade:
6. Date of appointment in the Department:
7. (i) Place of Home-town as declared in the Service Book:
(ii) Nearest Railway Station to the Home town
8. Particulars of LTC availed for previous Block Year
Block years {i} Home-town
{ii} Anywhere in India
9. Block year for which now proposed to avail
10. Whether avails CL or EL {Nature of leave to be mentioned}.
11. Whether LTC advance already taken has been settled in full or pending settlement, date of the settlement of the previous case.
12. Place of visit {farthest point}
13. Proposed Date of onward journey
14. Probable date of return journey
15. Particulars of family members availing the facility :

S.NO.	Name	Relationship	Age	Whether dependent
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16. Class of accommodation proposed to be availed in the Railway journey

17. Fare per ticket (Air/Rail/Bus)
18. Amount of advance required

Dated:

Signature :
Designation

DECLARATION

1. I, _____ hereby certify that the above particulars furnished by me are true and correct.
2. I also undertake to refund the LTC advance in full immediately in case of failure to perform the proposed journey for which advance was 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 refund one half of the advance if the return journey could not be performed within 90 days from the date of the advance.
5. I also agree to credit forthwith to the office any excess amount of advance left with me for any reason whatsoever.
6. I also agree to produce evidence of purchase of tickets, etc., for myself/ members of my family, as the case may be, for the 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 lumpsum from the next drawal of my salary, together with the penal interest @ 2.5% over and above the normal interest.
7. 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 lumpsum from my next salary together with the penal interest @ 2.5% over and above the normal interest.
8. I am also aware that my claim will be forfeited if I fail to submit the bills within 3 months from the date of completion of journey.
9. I also understand that if the LTC is availed for self, the cost is reimbursable only when the journey is performed after availing any kind of leave and not during week-end- holidays/ other holidays/ RH alone.
10. I declare that my wife/husband/and member(s) of my family for whom LTC advance is claimed is/is not/are/are not in Govt. service and/or employed in any Public Undertaking(s)/Corporation, Autonomous Body, etc. which provides LTC facility and has/have not been availed of any concession by her/him/them separately for herself/himself or any of the family members for concerned block years and will not prefer any claim in this behalf to his/her/their employer(s) **(If the spouse of the Govt. servant is so employed the Govt. servant concerned should obtain/furnish a certificate from his/her employer in support thereof).**
11. Certified that my parent(s)/dependent brothers and sisters for whom LTC advance is claimed by me is/are wholly dependent on me and residing with me and his/her total income from all sources does not exceed Rs. 1500/- (excluding dearness relief on pension or stipend etc.)

Signature
Designation

REMARKS OF THE REPORTING OFFICER

Forwarded. Official applied CL/EL as at Col. 10 and the same has been sanctioned/ recommended.

Reporting Officer