

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT),
BIHAR, PATNA

APPLICATION FOR GRANT OF ADVANCE/INTIMATION FOR LEAVE TRAVEL CONCESSION FOR THE BLOCK YEAR.....

Full particulars of L.T.C. last availed:-

- (a) Name:-
- (b) Designation:-
- (b) Mobile No. & Section to which attached:-
- (c) Basic Pay (As per 7th CPC):- Pay Level:-
- (d) Whether permanent/ temporary:
- (e) Date of Joining in Central Service:-
- (f) Approximate date of commencement of journey:-.....

(Due date of Leave Travel Concession Claim: Leave Travel Concession claim of a government servant shall fall due for payment on the date succeeding the date of completion of return journey. The time limit for submission of the claims shall be as under:- (i) In case advance drawn: Within thirty days of the due date. (ii) In case advance not drawn: Within sixty days of the due date.)

2. Particulars of Home L.T.C/any place of India:-

- (a) Name of place of visit:-
- (b) Name of place declared and recorded as Home town:-
- (c) Nearest Railway station to the selection place of visit:-
- (d) Mode and rout of conveyance:-
- (e) Distance from Headquarters to the declared place by shortest route K.M
- (f) Distance and bus far from nearest Railway station to the declared place it not connected road:

3. Details of family members (with age and relationship)

Sl. No.	Name	Relationship	Age
1.			
2.			
3.			
4.			
5.			
6.			

PFMS Code:-IAAD.....IFSC Code.....Bank A/c No.....

4. (a) Cost of single rail ticket for distance by a class or accommodation for declared place/home town:

(b) Total amount:

(c) Less 10% amount of advance applied for:

5. Certified that:

- (a) The L.T.C advance is for self and my family members who wholly dependent upon me and are residing/not residing with me at Patna.
- (b) I am the members of my family have not so far availed and claimed the concession for the block of:
- (c) I will refund the amount for the with if I fail to perform the outward journey of half and or family within 60 days of the drawl of the amount of L.T.C advance.

- (d) I will refund the amount of advance for which I fail to produce the Railway Receipts/Ticket/ money receipts of outward journey fare declare place/Home town within 10 days of drawl of the amount of L.T.C advance failing which I may be liable to stoppage of my pay and allowances.
- (e) My husband/wife is not employed in A.G Officer/other office and the concession has not been availed of by him/her separately for my self or for any of the family members for the concession block of 2/4 years i.e. For which L.T.C advance is applied for.
- (f) I have noted the provisional G.O. I. Orders regarding payment of interest as panel rate & that would be aborted by them as circulated vide O.O. No. Admn. L.T.C/83/425 dt. 1.11.83.

Signature of Govt. Servant

Part -II

Leave (C.L./E.L/H.P.L) fromto.....has been/will be sanctioned. Any extension or cancellation of leave will be intimated forthwith.

Signature of controlling officer

Part -III (to be furnished by the Claim-1 section)

Certified the L.T.C concession was not availed of by the person shown in Para 3 L.T.C concession is admissible for the Block years as applied for certified the Home town and nearest Railway station to the Home town of the employee are as follows:

- (a) Availed Last LTC:-.....for which place:-.....
of the year:-..... in the Month of:-
- (b)Home town: Village:-..... District:-.....

Ar./Sr.Ar./Claim-1

A.A.O./Claim-1

Part -IV

(For claim -2 section)

Root tickets allowed.

Total fare:

10% less:

Amount proposed for sanction:

Ar./Claim-2

AAO/Claim-2

Audit Officer/Claim-2