APPLICATION FOR ENCASHMENT OF EARNED LEAVE IN CONNECTION WITH LTC

Name	:	
Designation	:	
Section/Party	:	
Band Pay	:	
Grade Pay		
Details of Leave sanctioned in connection with LTC	:	
Number of days of EL requested to surrender	:	
Signature	:	
Date	:	

To be filled by Entitlement Section

Certified that information/application for advance for LTC has been received in this section. The official is eligible for LTC for the Block Year.....

AAO/Entt

To be filled by Bills Section .

INTIMATION/ APPLICATION FOR LTC ADVANCE

	Name of Official Designation & Section/Party	:
2. 3.	Basic Pay & Pay Level	•
	ne na sector de la constante de La constante de la constante de	
4.	Whether permanent / Temporary	÷
5.	If temporary, date of commencement of service Home-town as declared in the Service Book	÷
6.	The Place proposed to be visited	:
7.	The Block period in respect of which LTC is	
	Proposed to be availed of	:
	(a) Home-Town	
	(b) All India	
8.	Proposed date of onward journey	:
9.	Probable date of return journey	:
10.	Nature and period of leave sanctioned	:
11.	Distance to the place to be visited by the shortest	
	Route	:
12.	Mode of travel & single fare of appropriate class by	
	Which the journey will be performed	:
13.	Air tickets booked through (Name of Booking	
	Counter / website of airlines / M/s Balmer Lawrie &	
	Company, M/s Ashok Travels and 'IRCTC')	:
14.	Amount of Advance Required	:
15.	Whether wife / Husband employed?	
	If so, office & place of employment & whether	
	Entitled to LTC	:

16. Particulars of persons availing the facility:

Sl. No.	Name	Age	Relationship to the Govt. Servant	Monthly Income & source (including pension)	Whether Residing with The Govt. servant
			-		
	2				

70

17. CERTIFICATE / DECLARATION

- (a) Certified the parents/sisters/brothers/children/spouse for whom LTC advance is applied are wholly dependent on me and residing with me
- (b) I declare that the particulars furnished above are true and correct to the best of my knowledge. I undertake to provide the tickets from the outward journey within 10 days of receipt of advance.
- (c) In the event of cancellation of journey, or if I can't produce the tickets within 10 days of receipt of advance, I undertake to refund the entire advance in one lumpsum.
- (e) Certified that my wife/husband for whom LTC is claimed by me is employed in (Name of Public Sector Undertaking/Corporation/ Autonomous Body etc.) Which provides Leave Travel Concession facilities but he/she had not preferred and will not prefer any claim in this behalf to his/her employer.
- (f) Certified that my wife/husband for whom LTC is claimed by me is not employed in may Public Sector Undertaking/Corporation/Autonomous body financed wholly or partly by the Central Government or local body, which provided LTC facilities to its employees and their families.

Signature : Date :

REMARKS OF THE LEAVE SANCTIONING AUTHORITY:

Official applied for leave as at Col. 10 and the same had been sanctioned.

Signature of the leave Sanctioning authority Designation & Section/Party

請

- 3 -

भाग - ख / PART - B

(बिल अनुभाग द्वारा भरा जाएग	/ To be fillied	d in the Bill Section)
-----------------------------	-----------------	------------------------

1.	छुट्टी यात्रा रियायत की बाबत शुद्ध हकदारी The net entitlement on account of leave travel concession w	
	as detailed below :-	
(क)	रेल या वायुमान/बस/स्टीमर यात्रा भाडा	रु.
(a)	Railway / Air / Bus / Steamer fare :	Rs
(ख)	वाउचर सं के अनुसार ली गई अग्रिम की राशि घटा दें ।	
(b)	Less Amount of advance drawn vide :	Rs
	Voucher No Dated	
ł	शुद्ध रकम / Net Amount	Rs

2. व्ययमें विकलनीय है

The expenditure is debitable to.....

बिल लिपिक के आद्यक्षर Initials of Bill Clerk

> आहरण और संवितरक अधिकारी के हस्ताक्षर Signature of Drawing & Disbursing Officer

> > प्रतिहस्ताक्षरित COUNTERSIGNED

नियंत्रक अधिकारी के हस्ताक्षर Signature of Controlling Officer

प्रमाणित किया जाता है कि श्री / श्रीमती / कुमारी
की सेवा पुस्तिका में आवश्यक प्रविष्टियां कर दी गई है ।
Certified that necessary entries have been made in the Service Book of
Shri./Smt./Kum

सेवा पुस्तिका में प्रविष्टियों को सत्यापित करने के लिए प्राधिकृत अधिकारी के हस्ताक्षर Signature of the Officer authorized to attest entries in the Service Book

L. T. C. CERTIFICATE CERTIFICATES TO BE GIVEN BY THE CONTROLLING OFFICER

Certified :-

(i) That Shri / Srimati / Kumari (Name of the Govt. Servant)-----

has rendered continuous service for one year or more on the date of commencing the outward Journey.

(ii) That necessary entries as required under para. 3 of the Ministry of Home Affairs O.M. No. 43/1/55-Ests. (A) Part II, dated 11th October, 1956 have been made in the Service Book of Shri. /Shrimati / Kumari _____

(Signature & Designation of the Controlling Officer)

CERTIFICATE TO BE GIVEN BY THE GOVT. SERVANT

- I have not submitted any other claim so far for Leave Travel Concession in respect of myself or my family members in respect of the block of the year 20______ and_____
- I have already drawn T. A. for the Leave Travel Concession in respect of a journey performed by me/my wife with______ children. This claim is in respect of the journey performed by my wife / myself with______ children none of whom travelled with the party on the earlier occasion.
- 3. I have not already drawn T. A. for the Leave Travel Concession in respect of a journey performed by me / my wife with______ children /______ children. in respect of the block of two years 20 ______ and 20 ______ this claim is in respect of the journey performed by my wife / myself with______ children _____ children/_____ children none of whom availed of the concession relating to that block.
- 4. I have already drawn T. A. for the Leave Travel Concession in respect of a journey performed by me in the year, 20______ in respect of block of two year 20______ and 20_____ This claim is in respect of the journey performed by me in the year 20______ . This is against the concession admissible once every year in a prescribed block for visiting home town as all the members of my family are living away from Place of work.
- 5. The journey has been performed by me /my wife with ______ children /_____ children/_____
- 6. That my husband / wife is not employed in Government.

That my husband / wife 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 memebrs for the concerned block of two years.

7. Certified that my wife / husband for whom L.T.C. 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 to his/ her employer.

8. Certified that my wife / husband for whom L.T.C. is claimed by me is not employed in any Public Sector Undertaking / Corporation / Automomous Body, financed wholly or partly by the Central Government or Local Body, which provides LTC facilities to its employees and their families.

Signature of the Govt. Servant.

उप-बिल सं. / Sub Bill No.____

छुट्टी यात्रा रियायत बिल / Leave Travel Concession Bill

to

_____ तक के वर्ष के ब्लाक के लिए छुट्टी यात्रा रियायत बिल

For the Block of year-

टिप्पण यह बिल दो प्रतियों में तैयार किया जाना चाहिए । एक संदाय के लिए और दूसरी कार्यालय प्रति के रुप में । NOTE :- This Bill should be prepared in duplicate-one for payment and the other as office copy.

भाग- क / PART- A

(सरकारी सेवक द्वारा भरा जाएगा / To be filled up by the Government Servant)

1. नाम / Name :_____

2. पदनाम / Designation :_____

3. वेतन / Pay :_____

4. मुख्यालय /Head-Quarters :----

5. मंजूर की गई छुट्टी की प्रकृती और अवधि/ Nature and period of leave / sanctioned From______ to____ to____

कुटुम्ब के उन सदस्यों की विशिष्टियां जिनकी बाबत छुट्टी यात्रा रियायत का दावा किया गया है।

_से -

Particulars of the members of family in respect of whom the L.T.C. has been claimed.

क्रम सं. S. No.	नाम Name	आयु Age	सरकारी सेवक से संबंध Relationship wtih the Govt. Servant
1	2	3	4
1			
2			
3			
4			
5			
6			
7			

7. सरकारी सेवक और साथ ही उसके कुटुम्ब के सदस्यों द्वारा की गई यात्रा (यात्राओं) के ब्योरें ।

Details of Journey(s) performed by the Government servant as well as members of his/her family

प्रस्थान	/ Departure		मन / Arrival	कि. मी.	यात्रा का प्रकार और उपयोग की गई	भाडों की		
तारीख और समय Date and Time 1	से From 2	तारीख और समय Date and Time 3	तक To 4	में दूरी Dis- tance in Kms. 5	आर उपयोग को गइ श्रेणी Mode of travel and class of accommoda- tion used	संख्या	संदत्त भाडा Fare Paid 8	टिप्पणियां Remarks 9
	۷	5			6		रू./Rs.	
	ан сайтан са							
								1.1.1
			· - 15-					Loui
								- 101

8. ली गई अग्रिम की राशि यदि कोई है /Amount of advance, if any drawn, Rs.....

स्त.

9. उस /उन यात्रा / यात्राओं की विशिष्टियां जिनके लिए सरकारी सेवक ने उस श्रेणी से, जिसका वह हकदार है, उच्चतर श्रेणी में वास-सुविधा का उपयोग किया है / Particulars of journey(s) for which higher class of accommodation than the one to which the Govt. servant is entitled, was used (Sanction No. and date to be given.)

स्थान / F से From 1	PLACE तक To 2	वाहन का प्रकार Mode of conveyance 3	वह श्रेणी जिसके लिए हकदार है Class to which entitled 4	वह श्रेणी जिसमें वास्तव में यात्रा की है Class by which actually travelled 5	भाडों की संख्या No. of Fares 6	संदत्त भाडा Fare Paid 7
						रू./Rs.
9						
a A						
						ð.
9. 				2		
						1

10. रेल से जुडे स्थानों के बीच सडक से की गई (यात्राओं) की विशिष्टियां ।

Particulars of Journey(s) performed by Road between places connected by Rail.

स्थानों का नाम / N	Name of Places		रेल भाडा	
से / From	तक/ To	वह श्रेणी जिसके लिए हकदार है Class to which entitled	Fare Paid	
1	2	3	4	
			रू./Rs.	
х. 				
		-	-	
			£ -	
			× ×	

Certified that the :-

- (1) उपरोक्त जानकारी मेरे सर्वोत्तम ज्ञान और विश्वास के अनुसार सत्य हैं। और Information, as shown above is true to the best of my knowledge and belief : and
- (2) मेरा पति / मेरी पत्नी सरकारी सेवा में नियोजित नहीं है / मेरा पति / मेरी पत्नी सरकारी सेवा में नियोजित हैं, और अपने रियायात का उपभोग अलग से या स्वंय के लिए या कुटुम्ब के किसी भी सदस्य के लिए संम्बधित ब्लाक वर्ष के लिए नहीं किया है । That my husband / wife is not employed in Government service that my husband / wife is employed in Government service and the concession has not been availed of by him / her separately for himself / herself for any of the family members for the concerned block of years

(.....) सरकारी सेवक के हस्ताक्षर Signature of the Government Servant

तारीख / Date :_____

- 2 -