

Application Form for grant of LTC advance

1. Name of the Government servant :
2. Designation :
3. Date of entering the Central Government Service :
4. Present pay + NPA+SI :
5. Whether permanent or temporary :
6. Home town as recorded in the Service Book :
7. Whether spouse is employed and if so whether entitled to LTC :
8. Whether the concession is to be availed for visiting Home Town and if so block for which LTC is to be availed :
9. (a) If the concession is to visit "anywhere in India", the place to be visited :

(b) Block for which to be availed :
10. Single rail fare/bus fare/air fare from the headquarters to home town/place of visit by shortest route :
11. Persons in respect of whom LTC is proposed to be availed:

SL.No	Name and age	Relationship

12. Amount of advance required ₹.....

I declare that the particulars furnished above are true and correct to the best of my knowledge. I undertake to produce the tickets for the outward journey within ten days of receipt of the advance. In the event of cancellation of the journey or if I fail to produce the tickets within ten days of receipt of advance, I undertake to refund the entire advance in one lumpsum.

Date

Signature

CHECK- LIST (For use in Office)

1. Particulars in Cols. 1 to 6 verified :
2. Amount entitled for reimbursement:
3. Advance admissible (90% of amount in 2) :

Advance of ₹..... may be sanctioned.

JAO/SO

For T.R 25 **CENTRAL**
GAR-14-C
Sub-Bill

Sub-Bill No.....

LEAVE TRAVEL CONCESSION BILL

For the Block :

[NOTE- This bill should be prepared in duplicate- one for payment and the other as office copy.]

PART A

(To be filled in by the Government Servant)

1. Name:
2. Designation:
3. Pay :
4. Headquarters:
5. Nature and period of leave sanctioned:
6. Particulars of members of family in respect of whom the Leave Travel Concession has been claimed:

S.No	Name	Age	Relationship with the Govt. servant

7. Details of journey (s) performed by Government Servant and the members of his/her family

Departure	Arrival	Distance in km	Mode of travel	Class of Accommodation used	No. of fares	Fares paid (₹)	Remarks

8. Amount of advance, if any, drawn : ₹.....

CERTIFIED THAT -----

1. The information as given above is true to the best of my knowledge and belief;
2. That my spouse is not employed in Government service/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 years;

Contd...

From pre-page:

3. That my spouse for whom LTC 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 prepared and will not prefer, any claim in this behalf to hi/her employer; and

4. That my spouse for whom LTC is claimed by me is not employed in any Public Sector Undertaking/corporation/Autonomous Body, financed wholly or partly by the Central Government or a Local Body, which provides Leave Travel Concession facilities to its employees and their families.

Date

Signature of Government
Servant

PART B

(To be filled in by the Bill Section)

1. The net entitlement on account of leave travel concession works out to as detailed below-

- (a) Railway/air/bus/Steamer fare :
- (b) Less amount of advance drawn vide Vr.No....., dated.....
- (c) Net amount:

2. The expenditure is debitable to.....

Bill clerk
(Initial)

Drawing
and Disbursing Officer
(Signature)

Countersigned
Controlling Officer
(Signature)

Certified that necessary entries have been made in the service Book of
Shri/Smt./Kum.....

(Signature of the Officer authorized
to attest entries in the Service Book)

REGISTER OF LTC CLAIMS

S. No	Bill No & Date of Advance /Final Bill	Name & Desn. of Govt. Servant	Block Year	Place of Visit	For whom claimed	Amt of Adv / Final claim	Bill No &Date of Adjustment	Date of Receipt of claim	Gross Amt. of the bill	Net Amt	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

NOTES:-

1. Entries for advance bill should be made in red ink.
2. In case of final claim where no advance has been drawn, columns(1) to (7) only need to be filled up.
3. In case of adjustment bills, columns (9) to (12) against the S.No. of the advance bill should be filled up while passing the net claim.
4. If net amount of the adjustment bill is for a minus amount, particulars of recovery of the balance should be indicated in column (12).

The two certificates one from the controlling Officer and the other from the govt. Servant concerned should be submitted to the audit authorities along with the T.A. bills for travel concession.

CERTIFICATES TO BE GIVEN BY THE CONTROLLING OFFICER

Certified –

- (i) That Shri/Shrimati/Kumari (name of the Government servant).....
has rendered continuous service for one year or more on the date of
commencing the outward journey.
- (ii) That necessary entries have been made in the Service Book of
Shri/Shrimati/Kumari.....

(Signature and designation of the Controlling Officer)

CERTIFICATES TO BE GIVEN BY THE GOVERNMENT SERVANT

1. 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 two years **20**.....and **20**.....
2. I have already drawn TA 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. The journey has been performed by me/my wife with children to the declared 'hometown,' viz.....
4. That my husband/wife is not employed in Government Service.

That my spouse is employed in Government Service and the concession has not been availed of by him/her separately for himself/herself or any of the family members for the concerned block of two/**four** years.

Signature of the Government Servant

Proforma for self-certification by the Government employee

I Sh./Smt./Kr. (Name of the Govt. servant) wish to confirm that I am availing (Home Town/ Any Place in India) LTC in respect of self/ family member(s) for the block year to visit (Place of visit) during..... (dates of journey). It is stated that I or the family member for whom I wish to avail LTC has/have not availed of the same before in the present block.

2. Particulars of members of family in respect of whom the Leave Travel Concession is being claimed are as under:

Sl. No	Name(s)	Age	Relationship with the Govt. servant

3. It is certified that the above facts are true and any false statement shall make me liable for appropriate action under Rule 16 of CCS(LTC) Rules, 1988 and the relevant disciplinary rules.

* N.B.: Government employee may share interesting insights and pictures, if any, of the destination visited while availing LTC on an appropriate forum.

