

	<u>ISO 9001 : 2015 DOCUMENT</u>		Doc. No.: IIVR/IS15/11
	ICAR – Indian Institute of Vegetable Research, Varanasi		Dated: 12/03/18
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APPLICATION FORM FOR SANCTION OF LTC AND LTC ADVANCE

- 1 Name (in block letters)
- 2 Designation & Section to which attached
- 3 Pay Level/ Grade Pay
- 4 Date of first appointment in Central Govt./ ICAR Services.
- 5 Nature and period of leave sanctioned/ applied
- 6 Destination Place to be visited
- 7 Nearest Railway Station
- 8 Home Town (to be indicated invariably)
- 9 Block year for which the present LTC is claimed.
- 10 Whether journey is to be performed with family, if so, the details of the family members:

Name	Age	Relationship

- 11 If the outward journey is to be performed separately by the family and the Govt. Servant himself, state the reasons and the exact date/s on which outward journeys by each are to be commence.
- 12 Amount of advance required (the amount of such advance will be limited to 9/10 of the estimated amount which the Govt. would have to reimburse).
- 13 The actual Air/ Railway class of accommodation in which journey are to be performed by the applicant and his/her family members.
- 14 Details of the previous LTC availed, if any
 - (i) Block Year
 - (ii) Year in which concession availed.....

Dated Signature of the applicant.....

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UNDERTAKING

I, _____ hereby certify that (a) the facts stated above are true and correct to the best of my knowledge, (b) the outward journey will be performed within 60 days of grant of advance failing which advance will be refunded immediately, (c) the family members and myself will travel in the class of accommodation as stated above and not in lower class under any circumstances and (d) I will submit the adjustment LTC Bill together with money receipt immediately after my return from leave and not later than one month from the date of completion of return journey.

I shall produce railway/bus tickets within ten days of the drawl of advance to Cash-I Section in support the fact that I have actually utilized the amount for the purchase of tickets.

Certified that my family members for whom LTC is claimed are wholly dependent on me and his/their monthly income is less than the prescribed limit from all sources.

Place:

Dated: **Signature of the applicant**-----

Important:

Where an advance has been drawn for both the forward and return journey and later it becomes clear that the period of absence from Headquarter is likely to exceed three months or ninety days, one half of the LTC advance should be refunded to Government forthwith.

This concession is in lieu of Home Town/ All India concession for one block of two years.

No Bus Fare is admissible if the journey has not been undertaken by state owned buses/ state Tourism buses. The original bus tickets are to be produced with the claim, compulsorily.

Place:

Dated: **Signature of the applicant**-----

Forwarded by concerned Head/ in-charge

(Name, Designation & Dated Signature)

To,

**The Senior Admin. Officer
ICAR – IIVR, Varanasi.**