

ABV INDIAN INSTITUTE OF INFORMATION & TECHNOLOGY GWALIOR

APPLICATION FOR GRANT OF L.T.C.

(TO BE SUBMITTED IN DUPLICATE)

Block Year

Employee. No.

Basic Pay Rs...../-

1. Name

2. Designation

3. Department/Section

4. (a) Whether leave is required for availing L.T.C.
(Enclosed the leave application)

Yes

No

(b) If so, duration of leave applied for

From

To

Nature of leave

Purpose

Proposed date for onwards journey

proposed date for return journey

5. Whether L.T.C. is desired for going to home town
as recorded in service book or elsewhere
(The place of visit be also mentioned i.e. final
destination)

Home Town/Elsewhere
Place

6.Address during the leave

Mode: Rail/Road/Air

7.Single Rail/Air/Bus fare from the headquarters
to home town / Place of visit by shortest route.

8 (i) Details of family members for whom L.T.C. for this block has already been availed:

(ii) Details of family members who will avail L.T.C.

(a) Self

(b) Wife

(c) Full Name Age Why fully dependent

- 1-
- 2-
- 3-
- 4-

(d) Dependent parents, minor brothers and sisters residing with the applicant
Full Name Age Why fully dependent

- 1-
- 2-

9. Amount of advance required, if any:

Certified that family members for whom L.T.C. is claimed are residing with me and are wholly dependent upon me.

Certified that the previous L.T.C. advance drawn by me onhas been adjusted in the month of20

In the event of the cancellation of the journey or if I failed to produce the ticket within ten days of receipt of advance, I undertake to refund the entire advance in lump sum.

10.Date

Signature of the applicant

Signature of Head of Department

CHECK LIST FOR ADMINISTRATION

L.T.C. advance to _____

- 1. Block Year / Calendar Year :
- 2. Home Town / A place anywhere in India :
- 3. a) For whom advance is applied for :
b) Total number of persons :

4. Specific grounds warranting sanction : for both/ onwards/ return journey of advance under Rule G.F. 235 (2) (iii) (a)
5. Leave application received : Yes / No
6. Amount of advance : Rs.
7. Temporary / Permanent :
8. If temporary (Surety bond produced) : Yes / No

Necessary entry has been made in the L.T.C. Advance Register.

He/She is eligible for L.T.C. for the Block/Calendar Year

We may sanction the advance as per fair sanction letter placed below for approval &

Signatures of Competent Authority please.

Registrar

Dealing Hand

Note:-

1. On the completion of journey original boarding pass along with tickets i.e. Air/Rail/Bus to be submitted.
2. LTC is not admissible for Road journey in a private Car or Bus Vehicle operated by private operators. LTC is admissible for Journeys Conducted by Tourism Development Corporation in Public Sector, State Tourist Corporation or other Government agency Subject to production of tickets.
3. The claim have to be submitted within 3 months of the date of completion of the return journey if no advance is drawn or if advance is drawn then within one month of the completion of return journey otherwise claim will be forfeited.
4. 90% Advance is admissible of the estimated fare.
5. LTC by Air is admissible only by Air India restricted to LTC 80 fare .