

केन्द्रीय विद्युत अनुसंधान संस्थान
पोस्ट बॉक्स No.8066 : बंगलौर 560 080

APPLICATION FOR L.T.C. (ALL INDIA/HOME TOWN) ADVANCE/INTIMATION

1. Name of the Employee and Employee Code :
2. Designation and Division :
3. Date of entering the Central Government Service :
4. Basic Pay and Pay Level :
5. Home Town as declared in the service book :
6. Whether wife/ husband/family members is employed and if so whether entitled to L.T.C.: (Yes/No) _____, if yes pl. provide details.
7. When Home Travel Concession was last availed? Place, block year and month of avaiement :
8. When All India Leave Travel Concession was last availed? Place, block year and month of avaiement. :
9. a) Whether the concession is to be availed for visiting Hometown/All India LTC :
b) Block year for which to be availed :
10. Place of Visit and its distance from Bangalore :
11. Proposed date of onward journey :
12. Probable date of return journey :
13. Nature and period of leave sanctioned/Applied (copy of the application shall be enclosed) :
14. Particulars of Employee & his/her family members availing the facility:

Sl. No	Name	Age	Date of Birth	Relationship with the employee

15. Whether EL Encashment is required
(if yes application of EL encashment shall
be enclosed) : **(Yes/No)**
16. Mode of travel (Bus/Rail/Flight) with the
particular fare from the headquarters
to home town/ place of visit :
17. Whether amount of Advance required (Yes/No) : ()

Signature of Employee

DECLARATIONS

1. I _____ hereby certify that the above particulars furnished by me are true and correct.
2. I also undertake to refund the LTC advance in full immediately, in case of failure to perform the proposed journey for which advance has been taken.
3. I am aware that if I do not submit LTC bills within one month from the date of return journey the outstanding LTC advance is recoverable in one lump sum from my next salary together with the penal interest.
4. I am also aware that my claim will be forfeited if I fail to submit the bill within 3 months from the date of completion of the journey.
5. Persons in respect of whom LTC is proposed to be availed are solely dependent on me and the income of parents/brothers/sisters does not exceed Rs.9000/- per month.

Station:

Date:

Signature of the Employee

Forwarded through HoD/Section Head