

ICAR-National Institute of Research on Jute & Allied Fibre Technology
12, Regent Park, Kolkata – 700 040

APPLICATION FOR GRANT OF LTC ADVANCE

1. Name of the Government Servant :
2. Designation :
3. Telephone / Intercom No.
4. Date of entering the Central Government service :
5. (a) Pay in Pay Band + GP : ₹ +RGP/GP ₹
- (b) Basic Pay in the Pay Matrix with Level : ₹ Level.....
6. Whether Permanent or Temporary :
7. (a) Home Town as Recorded in the Service Book :
- (b) Nearest Railway Station :
8. Whether wife / husband is employed & if so whether entitled to L.T.C. : YES / NO
9. Whether the concession is to be availed for visiting home town : YES / NO
 and if so Block Year for which L.T.C. is to be availed Block Year
10. If the concession is to visit 'anywhere in India',
 name the place to be visited and Block Year : Place
 for which L.T.C. is to be availed. : Block Year
11. Nature of leavefrom to.....
 Proposed date for onward journey & :.....
 Proposed date for return journey :.....
12. Single Rail/Bus/Air fare from the Headquarter to Home Town/place of visit by shortest route:
13. Persons in respect of whom L.T.C. is proposed to be availed :-

Sl. No.	Name	Age	Relationship

14. Amount of advance required ₹.....
15. 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 outwards 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 10 days of the receipt of the advance, I undertake to refund the entire advance in one lumpsum.

Dated :.....

(Signature of the applicant)

(FOR USE IN OFFICE)

L.T.C. advance to

1. Block Year / Calendar Year : _____
2. Home Town / A place anywhere in India : _____
3. Whether completed one year service or not : _____
4. Present Pay as per Service Book : ₹ _____
5. Leave application received : YES / NO
6. Date of Joining : _____
7. Whether spouse in employed or not,
If employed who opted to avail LTC : YES / NO
8. Block Year last availed
Home Town : _____
Anywhere in India : _____

**APPLICATION FOR ENCASHMENT OF EARNED LEAVE FOR L.T.C. PURPOSE CLAIMED FOR
THE BLOCK/CALENDAR YEAR : _____**

1.	Name of the Government Servant	
2.	Designation	
3.	Divn./Sec to which attached	
4.	No. of days claimed for encashment	
5.	To avail LTC period of EL/CL/RH applied for	
6.	EL Encashment against LTC for the Block/Calendar year (LTC Order No and date with this application)	Office Order No. _____ Dt. _____
7.	EL Balance at Credit	
8.	Basic Pay	
9.	Grade Pay	
10.	This will be my 10/20/30/40/50/60 days EL Encashment of LTC	

Signature of the Govt. Servant

Recommended & Forwarded by

Proforma for self-certification by the Government employee

1. 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. The 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 (STC) Rules, 1988 and the relevant disciplinary rules.

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