7

Form No. 7

**REQUEST FOR LEAVE TRAVEL CONCESSION AND ADVANCE**

|  |  |
| --- | --- |
| 1.Name of the Employee | 2. Employee No. & Designation: |
| 3. Department/School/Unit:: | 4.Pay Band, Pay in Pay Band, Grade Pay: |
| 5. Date of Appointment in the Institute: | 6. Whether Permanent or on Probation: |
| 7. Home town as recorded in the Service Book & nearest Railway Station/Airport: | 8. Nature of LTC (Home Town/All India): |
| 9. Block Year: | 10. Nature of Leave & period: |
| 11. Date of onward journey planned:  Date of return journey planned: | 12. Mode of Journey: |
| 13. Approx Fare for onward journey:  Approx Fare for return journey:  Total: | 14. LTC Advance required or not required. If required mention the amount of advance: |

15. Particulars of members of family in respect of whom the LTC is requested:

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No.** | **Name of the employee/ family members** | **DoB/Age** | **Relationship with Employee** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
| 7. |  |  |  |

Certified that:-

1. The information as given above is true to the best of my knowledge and belief.
2. I fully understand the rules & regulations of Govt of India in force for availing LTC and these are acceptable to me.
3. I have not submitted any other claim so far for Leave Travel Concession in respect of myself or my family members for the block year …………………….to……………………..
4. My husband/wife is not employed in Govt. Service/Public Sector Undertaking or Corporation/Govt Autonomous Body.
5. My husband/wife is employed in Govt. Service/Public Sector Undertaking or Corporation/Govt Autonomous Body…………………………………….(Name of the Organization) and Leave Travel Concession has not been availed by him/her separately for himself/herself or for any of the family members for the concerned block of years ………. to ………….from that organization. He/she will not prefer, any claim from his/her employer for the same block year.
6. I will produce the tickets for outward journey within 10 days of receipt of advance.
7. I will submit the original tickets/boarding pass (es) alongwith LTC adjustment claim within ONE MONTH in case of advance drawn and within THREE MONTHS in case of non-withdrawal of advance, from the date of completion of journey.
8. In the event of cancellation of the journey or if I fail to produce the tickets within 10 days of receipt of advance, I will refund the entire advance in lump sum.
9. The parents/brother (s)/sister (s) for whom the advance for LTC has been requested in this application is/are actually dependent upon me.

10. I have applied separately for Leave…………………………………from ………………………….to……………………../ I have been sanctioned Leave…………………………………. from ………………………to…………………(enclose sanction letter)

**Forwarded Signature of the Employee**

**Mob No.**

**HoD/CoS/Head of Unit**

**For use by LTC Section**

1. Particulars as given above by the employee verified.

2. LTC (Home Town/All India)…………………………….. for the Block Year………………………… during period from ………………………………………. To ……………………………….sanctioned/not sanctioned. In case not sanctioned, reason (s) is/are……………………………………………………………………………………………………………

3. Amount Rs……………………………………………….. sanctioned as an advance for LTC

Dealing Assistant SO AR DR Registrar

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**(FOR FINANCE OFFICE USE)**

|  |  |
| --- | --- |
| Major Budget Head |  |
| Minor Budget Head |  |
| Budgeted Amount |  |
| Amount Spent |  |
| Balance available including the bill |  |

**Passed for Rs**………………………………………………………………………………………………………………………………………………………

(In words Rs………………………………………………………………………………………………………………………………………………………)

Dealing Assistant SO AR DR Registrar

**Paid in Cash/Cheque No………………………………..Dated**…………………………….**Rs**…………………………….

Asst/Cashier SO AR DR Registrar