



# National Institute of Open Schooling

(An autonomous organization under the Deptt. of SE&L, MHRD, Govt. of India)

A-24-25, Institutional Area, Sector 62, NOIDA-201309

## APPLICATION FOR PERMISSION FOR AVAILING LTC / LTC ADVANCE

- 1 Name of the official (in Block Letters) : \_\_\_\_\_
- 2 a) Designation and Staff No : \_\_\_\_\_
- b) Permanent or Temporary : \_\_\_\_\_  
[if not permanent, Surety Bond from a Permanent official to be enclosed with the Application]
- 3 Branch/Unit/ Office to which attached : \_\_\_\_\_
- 4 Pay Level & Basic Pay : \_\_\_\_\_
- 5 Date of appointment in the Department : \_\_\_\_\_
- 6 Place of Home Town as declared in the Service Book : \_\_\_\_\_
- 7 Particular of LTC availed for previous Block Year : Block Year \_\_\_\_\_  
(i) Home Town \_\_\_\_\_  
(ii) Anywhere in India \_\_\_\_\_
- 8 Block Year for which now proposed to avail LTC along with type of LTC/ place to be visited : Block Year \_\_\_\_\_  
(i) Home Town \_\_\_\_\_  
(ii) Anywhere in India \_\_\_\_\_
- 9 Whether avails CL or EL (Nature & Period of Leave to be mentioned) : \_\_\_\_\_
- 10 Whether LTC advance already taken has been settled in full or pending settlement, date of the settlement of the previous case. : \_\_\_\_\_
- 11 Place of Visit (farthest point) : \_\_\_\_\_
- 12 Proposed date of Journey : \_\_\_\_\_
- 13 Probable Date of return Journey : \_\_\_\_\_
- 14 Particular of family members availing the facility :  
(I undertake that below family member(s) are dependent on me)

Sl.No	Name	Relationship	Age	Whether dependent
1				
2				
3				
4				
5				
6				

- 15 Mode and class of accommodation proposed to be availed in journey : \_\_\_\_\_
- 16 Total amount of fare : \_\_\_\_\_
- 17 Amount of advance required : \_\_\_\_\_

Date:

(Signature of the employee)

## **DECLARATIONS**

I, \_\_\_\_\_ hereby certify that the above particulars furnished by me are true and correct.

I also undertake to refund the LTC advance in full immediately in case of failure to perform the proposed journey for which advance was taken.

I also declare that I will not visit other than the place mentioned in the application without obtaining prior approval of the Competent Authority.

I also agree to refund one half of the advance if the return journey could not be performed within 90 days from the date of the advance.

I also agree to credit forth with to the office any excess amount of advance left with me for any reason whatsoever.

I also agree to produce evidence of purchase of tickets, etc., for myself/members of my family, as the case may be, for the forward journey within 10 days or before the commencement of the journey, whichever is earlier, from the date of drawing the advance, I am aware that failure to comply with the above requirement will entail recovery of the advance in one lump sum from the next drawal of my salary, together with the penal interest @ 2 ½% over and above the normal interest.

I am aware that if I don't 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 panel interest @ 2 ½ % over and above the normal interest.

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 journey.

I also understand that if the LTC is avail for self, the cost is reimbursable only when the journey is performed after availing of leave and not during weekend holidays/ other holidays, RH alone.

Signature:

Name:

Designation:

### **Remarks of the Section/Unit Officer**

Forwarded. Official applied CL/EL as at Col. 9 and the same has been sanctioned.

**Head/In-charge Department/Section/Unit/RC**