

## Appendix I

**Application form for grant of LTC advance**

1. Name of the Government Servant :
2. Designation :
3. Pay and Scale of Pay :
4. Date of entering the State Govt. Service :
5. Name of Department/Office :
6. Date of Birth :
7. Date of Superannuation :
8. Home town declared for LTC :
9. Whether wife/husband is employed and if so :
  - a. Name of Department :
  - b. Name of office with full postal address :
  - c. Designation :
  - d. Pay & Scale of pay :
  - e. Whether entitled to LTC :
10. Persons in respect of whom LTC is proposed to be availed.

Sl. No.	Name and age	Relationship	Occupation

11. Place of visit and distance from Home town :
12. Amount of advance required : ₹

**DECLARATION**

I declare that the particulars furnished above are true and correct to the best of my knowledge.

In the event of cancellation of the journey I undertake to refund the entire advance in one lumpsum.

Date:

Signature of the Government servant.

**VERIFICATION REPORT**

(For Office Use)

1. Particulars in columns 1 to 9 of Rule 16 verified.
  2. Amount entitled for reimbursement. : ₹
  3. Advance admissible (90% of 2 above) : ₹
- Advance of ₹..... may be sanctioned.

Signature :

Name :

Designation :

**Certificate by the Controlling Officer**

**Certified that**

- (i) Sri./Smt./Kumari.....has rendered continuous service for 15 years on the date of commencing the outward journey.
- (ii) necessary entries as required under Para 10 (h) of the LTC Rules have been made in the Service Book of Sri./Smt./Kumari.....

**Date:**

**Name :**

**Designation of the  
Controlling Officer :**

**Signature :**

## Appendix-II

Form TR.....

### LTC BILL

(Note: This bill should be prepared in duplicate.....)

### PART-A

(To be filled in by the Government Servant)

1. Name .....
2. Designation.....
3. Pay and Scale of Pay.....
4. Head Quarters.....
5. Particulars of members of family in respect of whom the LTC has been claimed.

Sl. No.	Name	Age	Relationship with the Government Servant

6. Details of journey (s) performed by Government Servant and the members of his/her family:

Sl. No.	Departure	Arrival	Distance in km	Mode of travel	Class of accommodation used	No. of fares	Fares paid Rs. Ps.	Sl. No./ Voucher date of the ticket/Cash receipt	Remarks

7. Amount of advance, if any, drawn: ₹.....

**Certified that**

- (i) The information as given above is true to the best of my knowledge and belief.
- (ii) My husband/wife is not employed any Government/quasi-Government service and the concession has not been availed by him/her separately for himself/herself or for any of the family members.
- (iii) My husband/wife for whom LTC is claimed by me is employed in .....(name of the Institution - State/Central Government Department/PSU/Corporation/Autonomous Body/Board etc.), which provides LTC facility but he/she has not preferred and will not prefer, any claim in this behalf to his/her employer; and
- (iv) My husband/wife for whom LTC is claimed by me is employed in - (name of State/Central Government Department/PSU/Corporation/ Autonomous Body/Board etc.) which does not provide LTC facility to its employees and their families.

Dated:

Signature of Government Servant:

\* *Strike out whichever is not applicable.*

**PART-B**

(To be filled in by the Bill Section)

1. The net entitlement on account of LTC works out to  
 ₹.....(Rupees.....  
 .....) as detailed below.

- a. Railway/Bus/Steamer/air fare.....
- b. Less amount of advance drawn vide  
 Voucher No.....  
 Dated.....  
 Net Amount

₹	₹

2. The expenditure is debitable to .....  
 .....  
 .....  
 .....

Bill Clerk  
 (initial)

Drawing and Disbursing Officer.  
 (Signature).

(Countersigned)

**Certificate of Entry in Service Records**

Certified that necessary entries have been made in the Service Book of  
Sri./Smt./Kumari.....  
.....  
.....

(Signature of the Officer  
authorised to attest entries in  
the Service Book.)

To

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