

**Government of India  
NATIONAL INFORMATICS CENTRE**

**APPLICATION FOR GRANT OF L.T.C. ADVANCE**

1. Name of the Government Servant : .....
2. Designation : .....
3. Emp. Code No. : .....
4. Telephone / Intercom No. : .....
5. E-Mail address : .....
6. Date of entering the Central Government service : .....
7. **Pay Matrix Level** : .....
8. Whether Permanent or Temporary : .....
9. (a) Home Town as Recorded in the Service Book : .....  
(b) Nearest Railway Station : .....
10. Whether wife / husband is employed : YES-/ NO  
& if so whether entitled to L.T.C. : YES / NO
11. Whether the concession is to be availed for visiting home town, and if so Block Year for which L.T.C. is to be availed. : YES / NO  
**Block Year – \_\_\_\_\_**
12. If the concession is to visit "ANYWHERE IN INDIA", name the place to be visited and Block Year for which L.T.C. is to be availed. : **Place \_\_\_\_\_**  
: **Block Year \_\_\_\_\_**
13. Nature of leave : \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
OR  
\* Proposed date for onward journey & : .....  
Proposed date for return journey : .....
14. Single Rail/Bus fare from the Headquarter to Home Town/place of visit by shortest route. : \_\_\_\_\_
15. Persons in respect of whom L.T.C. is proposed to be availed :-

Sl. No.	Name	Age	Relationship with Government Servant
1.			
2.			
3.			
4.			
5.			
6.			

16. Amount of advance required : ₹ \_\_\_\_\_

17. 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 outward 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)**

*\* Applicable in case of advance required for family members only.*

**CHECK LIST (Cash and Accounts Section)**

1. Amount entitled for : Fare Rs. \_\_\_\_\_ X 2 X \_\_\_\_\_ (No. of tickets)  
Reimbursement
2. Advance admissible ( 90% of the amount i.e. Rs. \_\_\_\_\_ )  
  
Advance of Rs. \_\_\_\_\_  
may be sanctioned.

Dealing Hand.

Signature of D.D.O.

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**CHECK LIST FOR ADMINISTRATION**

L.T.C. advance to \_\_\_\_\_

1. Block Year / Calendar Year : \_\_\_\_\_
2. Home Town / A place anywhere in India : \_\_\_\_\_
3. a) For whom advance is applied for : \_\_\_\_\_  
b) Total number of persons : \_\_\_\_\_
4. Specific grounds warranting sanction : \_\_\_\_\_ for both/ onwards/ return  
journey of advance under Rule G.F. 235 (2) (iii) (a)
5. Leave application received : Yes / No
6. Amount of advance : Rs. \_\_\_\_\_
7. Temporary / Permanent : \_\_\_\_\_
8. If temporary (Surety bond produced) : Yes / No

Necessary entry has been made in the L.T.C. Advance Register.

He/She is eligible for L.T.C. for the Block/Calendar Year .....

We may sanction the advance as per fair sanction letter placed below for approval & signatures of SIO/H.O. please.

**Dealing Hand**

**Section Officer (Admn.)**

**Proforma for self-certification by the Government employee**

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(LTC) 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.

### Guidelines

1. Please ensure that you have applied for leave and submitted the self-certification form to your Administration before the LTC journey is undertaken.
2. Please check your eligibility before applying for LTC. LTC to Home Town can be availed once in a block of two years and LTC to Any Place in India may be availed once in a four year block. If not availed during these blocks, the LTC may also be availed in the first year of the following block.
3. Please note that the current two year block is 2016-17 and the current four year block is 2014-17.
4. In case of fresh recruits, LTC to Home Town is allowed on three occasions in a block of four years and to any place in India on the fourth occasion. This facility is available to the fresh recruits only for the first two blocks of four years applicable after joining the Government service for the first time. (For details, please refer to DoPT's O.M. No. 31011/7/2013-Estt.(A-IV) dated 26.09.2014 available on 'www.persmin.nic.in' << 'OMs & Orders' << '*Frequently Asked Questions (FAQs) on LTC entitlements of a Fresh Recruit*') )
5. A Fresh recruit may at his option choose to avail LTC under the normal LTC rules as applicable to other Government employees. In this case he/she will not be allowed to avail other LTCs as admissible to the fresh recruits in that block of four years.
6. The retiring Government employees are eligible to avail LTC as per their entitlement provided that the return journey is performed before their date of retirement. LTC is not allowed after retirement.
7. The Journeys on LTC are to be undertaken in the entitled class of the Government servant in public/Government mode of transport.
8. Travel by private modes of transport is not allowed on LTC, however, wherever a public transport is not available, assistance shall be allowed for the private transport subject to the certification from an Appropriate Authority that no other public/Government mode of transport is available for that particular stretch of journey and these modes operate on a regular basis from point to point with the specific approval of the State Governments/Transport authorities concerned and are authorised to ply as public carriers.
9. If a Government servant travels on LTC upto the nearest airport/ railway station by authorized mode of transport and chooses to complete rest of the journey to the declared place of visit by 'own arrangement' (such as personal vehicle or private taxi etc.), while the public transport system is already available in that part, then he may be allowed the fare reimbursement till the last point where he has travelled by the authorised mode of transport. This will be subject to the undertaking from the Government employee that he has actually travelled to the declared place of visit and is not claiming the fare reimbursement for the part of journey performed by the private owned/operated vehicle.

*From pre-page:*

10. Government servant may apply for advance for himself and/or his family members sixty five days before the proposed date of the outward journey and he/she is required to produce the tickets within ten days of the drawal of advance, irrespective of the date of commencement of the journey.
11. Reimbursement under LTC scheme does not cover incidental expenses and expenditure incurred on local journeys. Reimbursement for expenses of journey is allowed only on the basis of a point to point journey on a through ticket over the shortest direct route.
12. The time limit for submission of LTC claim is :
  - Within three months of completion of return journey, if no advance is drawn;
  - Within one month of completion of return journey, if advance is drawn.
13. Government employees entitled to travel by air are required to travel by Air India only in Economy Class at LTC-80 fare or less unless permitted to do so by any general or specific provision.
14. Government employees not entitled to travel by air may travel by any airline, however, reimbursement in such cases shall be restricted to the fare of their entitled class of train/transport or actual expense, whichever is less.
15. In all cases whenever a Govt. servant claims LTC by air, he/she is required to book the air tickets either directly through the airlines or through the approved travel agencies viz: M/s Balmer Lawrie & Co. Ltd/ M/s Ashok Tours & Travels Ltd/ IRCTC. Booking of tickets through any other agency is not permissible.
16. Travel on tour packages is not allowed, except in the case of tours conducted by Indian Tourism Development Corporation (ITDC), State Tourism Development Corporation (STDC) and Indian Railway Catering and Tourism Corporation (IRCTC). In such cases, only the fare component shall be reimbursable provided ITDC/STDC/IRCTC separately indicate the fare component and certify that the journey was actually performed by the Government servant and his family members for which he/she is claiming the Leave Travel Concession.
17. Please ensure that your LTC claim is as per the instructions to avoid rejection of your claim.

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“Have a pleasant journey and a happy holiday”