

# **INDIAN COUNCIL OF AGRICULTURAL RESEARCH**

## **INDIAN INSTITUTE OF VEGETABLE RESEARCH**

**Post Bag No. 01, P. O. Jakhini (Shahanshahpur), Varanasi – 221305**

### **APPLICATION FORM FOR SANCTION OF LTC AND LTC ADVANCE**

1	Name (in block letters)			
2	Designation & Section to which attached			
3	Basic Pay/ Grade Pay			
4	Date of first appointment in Central Govt./ ICAR Services.			
5	Whether the Govt. Servant is on probation, If so, state the details.			
6	Nature and period of leave sanctioned/ applied			
7	Place to be visited			
8	Nearest Railway Station			
9	Home Town (to be indicated invariably)			
10	Whether Travel Concession has been availed before, if so, State:-	(i) Block Year: (ii) Year in which concession availed:		
11	Block year for which the present LTC is claimed.			
12	Whether journey is to be performed with family, if so, the details of the family members (Relationship & respective age)	<b>Name</b>	<b>Age (Yr)</b>	<b>Relationship</b>
13	If the outward journey is to be performed separately by the family and the Govt. Servant himself, state the reasons and the exact date/s on which outward journeys by each are to be commence.			
14	The amount of advance required (the amount of such advance in each case will be limited to 9/10 of the estimated amount which Govt. would have to reimburse).			
15	The actual Air/ Railway class of accommodation in which journey are to be performed by the applicant and his/her family members.			

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<b>16</b>	Whether Permanent or Temporary. If Temporary, state name and designation of the Surety.	
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**Dated Signature of the applicant-----**

**Designation:**

I, \_\_\_\_\_ hereby certify that (a) the facts stated above are true and correct to the best of my knowledge, (b) the outward journey will be performed within 60 days of grant of advance failing which advance will be refunded immediately, (c) the family members and myself will travel in the class of accommodation as stated above and not in lower class under any circumstances and (d) I will submit the adjustment LTC Bill together with money receipt immediately after my return from leave and not later than one month from the date of completion of return journey.

I shall produce railway/bus tickets within ten days of the drawl of advance to Cash-I Section in support the fact that I have actually utilized the amount for the purchase of tickets.

Certified that my family members for whom LTC is claimed are wholly dependent on me and his/their monthly income is less than Rs. 3500/- + D.R from all sources.

**Dated Signature of the applicant-----**

**Designation:**

**Important:**

Where an advance has been drawn for both the forward and return journey and later it becomes clear that the period of absence from Headquarter is likely to exceed three months or ninety days, one half of the LTC advance should be refunded to Government forthwith.

This concession is in lieu of Home Town concession for one block of two years.

No Bus Fare is admissible if the journey has not been undertaken by state owned buses/ state Tourism buses. The original bus tickets are to be produced with the claim, compulsorily.

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**CERTIFICATE TO BE GIVEN BY A GOVERNMENT SERVANT**

1. I have not submitted any other claim so far for leave travel concession in respect of myself or my family members in respect of the block of two years \_\_\_\_\_ and \_\_\_\_\_.
2. I have already drawn Travelling Allowance Advance for their Leave Travel Concession in respect of a journey performed by me/my wife with \_\_\_\_\_ children. This claim is in respect of the journey performed by my wife/myself with \_\_\_\_\_ children none of whom travelled with the part on the earlier occasion.
3. That journey has been performed by me/my wife with \_\_\_\_\_ children to the declared "Home Town" viz., \_\_\_\_\_ on to \_\_\_\_\_ if the concession availed of i.e. for any place in India.
4. That my husband/wife is not employed in Govt. Service or that my husband/wife is employed in Govt. Service and the concession has not been availed of by him/her separated, for himself/herself or for any member of the family for the concerned block of two/four calendar year.
5. I travelled by Express/Mail.
6. I travelled the road portion by bus in a recognized public transport system.

Delete which is not applicable Para 1(6) of MHA O.M. No. NIL.

**Signature of Govt. Servant**

**Dated** \_\_\_\_\_

**Certified that:-**

- 1- Sh./Smt./Kumari \_\_\_\_\_ has rendered continued service for one year or more on the date of commencement of his/her outward journey to home town or any place in India.
- 2- Necessary entries as required have been made in the service book of Sh./Dr./Smt./Kumari \_\_\_\_\_

\_\_\_\_\_

**Dated:** \_\_\_\_\_

**Signature & Designation of the Controlling Officer.**