

**Dr. RAJENDRA PRASAD CENTRAL AGRICULTURAL UNIVERSITY, PUSA
SAMASTIPUR –848125 (BIHAR)**

APPLICATION FOR GRANT OF LEAVE TRAVEL CONCESSION ADVANCE /
LEAVE ENCASHMENT

(Incomplete form will not be accepted)

(BLOCK YEAR _____)

1. Name of the Govt. Servant : _____
2. Designation : _____
3. Date of entering in the Central Govt. Service: _____
4. Present Pay Level and Pay : _____
5. Whether permanent or temporary _____
6. HOME TOWN as recorded in the Service Book : _____
7. Last LTC availed:- (i) Block Year : _____
(i) Date : From _____ To _____
(ii) Visited Place (Home Town/ All India): _____
(Please ✓ and mention place Name)
8. Whether wife/ husband is employed. _____
If so, whether entitled to LTC: _____
9. The concession is to be availed (Please ✓ and mention)
For HOME TOWN/ANY WHERE IN INDIA : _____
10. The place to be visited : _____
11. Single Air fare /rail fare/ bus fare from the head Quarter to Home Town/ Place of visit
by Shortest route : _____
12. Mode of Journey : _____
13. Person in respect of whom LTC is proposed to be availed (Employee will have to
mention below his/her name also, if want to avail LTC)

Sl. No.	Name	Age	Relationship	Married/ Unmarried	Dependent on employee or Not
1.					
2.					
3.					
4.					
5.					
6.					

14. Amount of advance required : Rs. _____

15. Earned Leave encashment required (Yes/ No.) : _____
 If Yes, please mention in days (Limited to Maximum 10 days) : _____
16. Previous details of Leave Encashment in days : _____
 (Limited to maximum 60 days only in whole service period.)
17. Proposed date of outward Journey : _____
18. Date of return journey : _____
19. Whether leave sanctioned, nature & Period of Leave : _____
20. Whether any outstanding LTC bill against the Official: _____

I declare that the particulars furnished above 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.

I undertake to produce the ticket for the outward journey within 10 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 receipt of advance, I undertake to refund the entire advance in one lump sum.

This is certified that my husband/ wife is not employed in any organization or that my husband/ wife is employed in (organization) _____ and the concession has not been availed of by him/ her separately for any of the family members for the concerned block of years _____ to _____.

(Signature of applicant)

Name _____

Designation _____

Department _____

Mob.No. _____

CHECK LIST
 (FOR OFFICE USE ONLY)

Particular in Columns 1 to 7 & 16 verified.

Sign & Seal of Controlling Officer

1. Break-up of the amount entitled for reimbursement.

	No of. tickets	Amount of Fare
(i) Cost of the outward Journey		
(ii) Cost of the return journey		
(iii) Total of (i) & (ii) above: Rs.		

2. Advance admissible (90%) of total of Col.1 above: Rs. _____