

Office of the Pr. Accountant General, E&RSA, Odisha: Bhubaneswar

PERFORMA FOR L.T.C. ADVANCE/PERMISSION

1.	Name of the Govt. Servant	:													
2.	Designation	;													
3.	Emp. Code	:													
4.	Date of Joining in this Office/Central Govt. Service	:													
5.	Section to which attached	:													
6.	Pay (Level & Cell)	:													
7.	Whether Permanent or Temporary, if Temporary whether Surety Bond attached.	:													
8.	Place of Visit	:													
9.	Whether Home Going Concession or Bharat Darshan	:													
10.	Block Year	:													
11.	Expected date of commencement of journey:														
	i. Outward Journey	:													
	ii. Return Journey	:													
12.	Mode of Travel	:													
13.	Whether Govt. Servant is also availing the concession:	:													
14.	Persons in respect of whom LTC is proposed to be availed: (details with name, age and relation)		<table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="width: 70%;">Name</th><th style="width: 10%;">Age</th><th style="width: 20%;">Relation</th></tr></thead><tbody><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr></tbody></table>	Name	Age	Relation									
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15.	Whether intend to take advance or Permission or both	:													
16.	Amount of advance required	:													
17.	Whether availed LTC either self/family for the current Block year_____ mention.														
	i. List of members who availed LTC:	:													
	ii. Whether any LTC advance is outstanding against him/her	:													
18.	Whether leave sanctioned for LTC purpose, if so give details:	:	_____ (type of leave) sanctioned for _____ days from _____ to _____.												

19. Certified that my Husband/Wife is not employed in Govt. Service.

That my husband/wife is employed in Govt. Service_____ and concession has not been availed by him/her separately for himself/herself or for any of the family members for the concerned block year.

20. Certified that my _____ is/are fully dependent on me. They are residing with me and the income does not exceed Rs. 9000/month from all sources.

21. I hereby undertake to remit forthwith the entire amount of advance in lump sum, if the outward journey is not commenced within 65 days for the grant of advance in case the journey is performed by means of conveyance other than rail, but 125 days in case of rail journey.

22. I agree to refund half of the amount of advance if the period of absence exceeds 90 days.

23. . I shall produce railway cash receipt/tickets within 10 days from the date of drawal of advance to OE Section.

24. I agree to prepare the final L.T.C claim in adjustment of the advance within one month of completion of the Journey.

25. I agree that non-compliance of the above noted conditions and misuse of the advance will entail disciplinary action be sided level of interest at 3.5% and penal interest 2% as laid down in OOA-8989 dtd. 30/09/1982.

Dated:_____

Signature of the Govt. Servant.

Recommendation of the AAO/B.O concerned

Remarks of O.E. Section

Proforma for self-certification by the Government employee

1. I Shri/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 _____ (date 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.

Signature

Date:

Place:

Signature of the Govt. Servant.

Name & Designation

*N.B: The Government employee may share interesting insights and pictures, if any, of the destination visited while availing LTC on an appropriate forum.