

KENDRIYA VIDYALAYA SANGATHAN, REGIONAL OFFICE, JAMMU

Application Form for grant of LTC advance/Permission

1. Name of the Government servant :
2. Designation:
3. Date of entering the KVS Service :
4. Pay + Grade Pay
5. Whether permanent or temporary
6. Home Town as recorded in the Service Book
7. Whether wife/husband is employed and if so whether entitled to LTC
8. Whether the concession is to be availed for Visiting hometown, and if so block for which LTC is to be availed.
9. (A) If the concession is to visit "anywhere in India", the place to be visited

(B) Block for which to be availed.
10. Particulars of LTC availed for previous Block Year
 - (a) Block Year
 - (b) Home Town
 - (c) Anywhere in India
11. Whether availing CL or EL (nature & Period of leave to be mentioned)
12. Single rail fare/bus fare from the headquarters to home town/place of visit by shortest route
13. Proposed date of onward journey
14. Proposed date of return journey
15. Persons in respect of whom LTC is proposed to be availed :

S.No.	Name	Relationship	Age	Whether dependent

16. Amount of advance required with Breakup :-

Signature

DECLARATIONS

I-----hereby certify that the above particulars furnished by me are true and correct

I, also undertake to refund the LTC advance in full immediately in case of failure to perform the proposed journey for which advance was taken.

I also declare that I will not visit other than the place mentioned in the application without obtaining prior approval of the Competent Authority.

I also agree to refund one half of the advance if the return journey could not be performed within 90 days from the date of the advance.

I also agree to credit forthwith to the Office any excess amount of advance left with me for any reason whatsoever.

I also agree to produce evidence of purchase of tickets, etc. for myself/members of my family, as the case may be, for the forward journey within 10 days or before the commencement of the journey, whichever is earlier, from the date of drawing the advance. I am aware that failure to comply with the above requirement will entail recovery of the advance in one lump sum from the next drawl of my salary, together with the penal interest @ 2 ¹/₂ % over and above the normal interest

I am also aware that my claim will be forfeited if I fail to submit the bills within 3 months from the date of completion of journey

I also understand that if the LTC is availed for self, the cost is reimbursable only when the journey is performed after availing any kind leave and not during weekend holidays/other holidays/KH alone.

Certified that my wife/husband for. whom LTC is claimed by me is employed'in

----- (Name & address of the Corporation/Autonomous Body etc),

which provides/ do not provide LTC facilities but he/she has not preferred and will not prefer any claim in this behalf to his/her employer

Signature

Name

Designation