

**OFFICE OF THE REGISTRAR
(ESTABLISHMENT-II)
JAMIA MILLIA ISLAMIA**

EMPLOYEE ID: _____

Service Book No.

APPLICATION FORM FOR PRIOR PERMISSION/ADVANCE OF LTC

1. Name of the Employee : _____
2. Designation & Department : _____
3. Date of entering the Jamia Service : _____
4. Present Pay (a) Pay Band : _____
(b) Grade Pay : _____
5. Whether permanent or temporary : _____
6. Home-Town as recorded in the Service Book : _____
:Distt. _____ State _____
7. a) Whether wife/husband is employed : _____
b) If yes, Name & Address of the office : _____
c) Whether he/she has availed LTC in the Current Block Year : Please attach certificate from his employer/
undertaking regarding availing /not availing H.T./
Anywhere in India LTC facility
8. a) Place to be visited : _____
b) LTC required under : Home Town/Anywhere in India Scheme/NER Scheme
c) When was last LTC availed : _____
9. Nearest Railway Station : _____
10. a) Block Year : _____
b) Tentative date of outward journey/Return journey : _____
11. a) Single Rail Fare/Bus Fare from the Headquarters to Home Town/Place of visit by shortest route. : _____
b) Entitled class : _____
c) Distance in Kilometer : _____
12. Persons in respect of whom LTC is proposed to be availed.

S. No.	Name	Date of Birth	Age	Relationship	No. of Tickets
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

- 13. Total fare to and fro as No. 12 : _____
- 14. Amount of advance required : _____

I hereby declare that I have not claimed any LTC for the block year for which I am submitting this application. 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 10(ten) days of receipt of the advance.

In the event of the cancellation of the journey or if, I fail to produce the tickets within ten(10) days of receipt of advance, I undertake to refund the entire advance in lumpsum.

Signature _____

Full Name _____

Department _____

Date _____

Head of the Deptt./Instt.

Date: _____

PLEASE NOTE DOWN THE FOLLOWING RULES IN R/O LTC FACILITY:

1. Normally, the advance should be refunded in full if the outward journey is not commenced within 30 days of the grant of advance. In case of journey by rail, advance can be drawn. Thirty Five days before the proposed date of the outward journey. In all cases the employee should produce railway/bus tickets within 10 days of the drawal of the advance.
2. Where no advance is drawn, the right of the employee for reimbursement of LTC claim normally stand forfeited or deemed to have been relinquished, if the claim for it is not preferred within 3 months of the date of completion of the return journey.

If advance is drawn the final bill should be submitted within one month of the completion of the return journey. If that is not done, the entire advance should be recovered in lump sum after which it will be taken as if no advance had been drawn and the claim preferred within three months of completion of the return journey.

3. RULES 13 SHORTEST DIRECT ROUTE

The Government's Assistance will be limited to the fare by the shortest direct route calculated through ticket basis, irrespective of the fact whether the journey was performed by the shortest or any other route.

4. Travel by Shatabdi or Rajdhani Express, the point of start of journey to destination must be connected. If he/she does not apply, the reimbursement of claim will be possible.
5. Where journey is performed by Air, cheapest fare tickets should be purchased.

Signature of Applicant _____

Date: _____

LEAVE TRAVEL CONCESSION SCHEME
(DECLARATION)

1. Name of the Official : _____
2. Date of appointment : _____
3. Designation : _____
4. Department : _____
5. Home Town : _____
 - a) Village : _____
 - b) Post Office : _____
 - c) District : _____
 - d) State : _____

6. I, hereby solemnly declare that the following family members are fully dependent upon me.

S.No	Name	Relation	Date of Birth	Age
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

I hereby declare that above particulars are true to the best of my knowledge.

Signature _____
Full _____
Designation _____
Department _____

The particulars at S.No. 6 above, regarding dependent members have been verified from F.D.R. No. _____ and found correct.

UNDERTAKING

I hereby undertake the in case I fail to submit the adjustment bill of the advance in respect of LTC within 30 days after the completion of return journey, the amount of advance of LTC including the accrued interest thereon may be recovered in lump sum from my salary.

I Undertake to produce the tickets for the outward journey, within 10 (ten) days of the receipt of the advance, for verification.

Signature:-----

Name :-----

Designation & Deptt./Instt. _____

Date: _____

UNDERTAKING

I hereby undertake the in case I fail to submit the adjustment bill of the advance in respect of LTC within 30 days after the completion of return journey, the amount of advance of LTC including the accrued interest thereon may be recovered in lump sum from my salary.

I Undertake to produce the tickets for the outward journey, within 10 (ten) days of the receipt of the advance, for verification.

Signature:-----

Name :-----

Designation & Deptt./Instt. _____

Date: