

REQUISITION FOR LTC ADVANCE
(TO BE SUBMITTED IN QUADRUPPLICATE)

Personal Details (IN BLOCK CAPITALS):

Mobile No. _____

NAME _____ DESIGNATION _____ GAZ/NON GAZ _____

BRANCH/SECTION _____ BASIC PAY _____ PAY LEVEL _____

Whether Permanent/Temporary Employee _____ EMP NO _____ MES No. _____

Date of joining in Govt Service / AFHQ _____ Date of retirement _____

Drawing Pay and Allowances from: PCDA HQ/CDA(R&D) _____ Tele No. (O) _____

Hometown as per service record: _____ GPF No./PRAN No _____

Block year for which LTC applied for _____ Block year for last availed LTC _____

Leave applied for _____ days from _____ to _____

Date of Departure _____ Date of Return _____

Place of visit in case of availing All India LTC: _____

S/B A/C No. _____

Name and Complete Address of the Bank _____

IFS Code: _____ MICR Code: _____

Details of Self/Family members for whom advance is required:-

NAME _____ RELATIONSHIP _____ AGE _____

Details of Advance:

(a) Air/ (AC-I/AC-II/AC-III/SL/ II class for Rail or Bus) Rs _____ (One way per person)

Fare Station from _____ to _____

(b) 90% of Total fare as Advance : Rs. _____

Receipt:-

Received Rs _____ (Rupees _____ only)

Encl: 1. Undertaking

2. Copy of cheque leaf

3. Pay slip copy.

(Signature on Revenue Stamp)

Name:

Designation:

VERIFICATION BY THE ADMINISTRATIVE SECTION

Certified that I have thoroughly verified the details furnished by the applicant with his service documents and found correct. The applicant has been sanctioned leave for _____ days.

LEAVE ENCASHMENT AMOUNT: Rs. _____/-

AO, CAO/A- ()

- 20

Officer Stamp

CAO/ADVANCE

SANCTION OF THE CONTROLLING OFFICER

No. 80320/LTC/ADVANCE/CAO/ADVANCE

An amount of Rs _____ has been sanctioned on account of LTC Advance to the above mentioned individual and the same may please be credited to the officer's salary account.

Sr. Admin Officer, CAO/A&C

Place : New Delhi

Date : _____

UNDERTAKING

1. I undertake to produce the tickets for the outward journey within Ten days of receipt of advance.

2. In the event of cancellation of the journey or if I fail to produce the tickets within ten days of receipt of advance, I undertake to refund the entire advance in one lump sum.

3. I am aware of all the LTC rules in this regard & hereby undertake to follow the same.

4. In the event of purchasing of Air Tickets, I undertake that I shall purchase the same from airlines (booking counter/website) or through the authorized travel agents limited to M/s Balmer Lawrie and Company and M/s. Ashok Travel and Tours.

5. I declare that the particulars furnished above are true and correct to the best of my knowledge. I undertake to produce the receipts towards purchase or availing goods and services which carry a GST rate of not less than 120/0 from GST registered Vendors/ Service providers through digital mode indicating clearly the GST number and the amount of GST paid.

(ii) In the event of cancellation of the application or if I fail to produce the valid receipts within the stipulated time frame, I undertake to refund the entire advance in one lump sum along with penal interest as applicable.

Date:

Signature

Name :

Designation :