

**BOSE INSTITUTE
KOLKATA**

[FOR TRAVEL ENTITLEMENT, (Except Relaxation to travel by air to NER, J&K, Ladakh & A&N as and when announced by Central Government) PLEASE GO THROUGH THE GoI ORDER NO - No. 31011/8/2017-Estt.A-IV DATED SEPTEMBER 19, 2017 AVAILABLE IN https://documents.doptcirculares.nic.in/D2/D02est/31011_8_2017-Estt-A-IV-19092017.pdf]

APPLICATION FORM FOR GRANT OF L.T.C. ADVANCE

1. Name of the employee & ID :
2. Designation :
3. Dt. of entering into service :
4. Matrix Pay and Pay Level :
5. Whether Permanent or Temporary
6. Hometown 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 to be availed :

9(a) If the applicant is to visit anywhere in India, the place to be visited and date of journey :

(b) Block for which to be availed and proposed date of outward journey :

10. One-way Rail fare/Bus fare for :
single person from the
Headquarters to hometown/place
of visit by shortest route
including reservation charges

For Adult (Rs.)	For Child (Rs.)

11. Persons (family members recorded in the Service Book) in respect of whom the LTC is proposed to be availed including employee:

Sl. No.	Name(s)	Age	Relationship

12. Amount of advance required Rs.....percent of total estimated fare of Rs..... (by shortest route)

13. Certificate of declaration by the employee

I hereby declare that –

a) **(In case of employed)**

My wife/husband for whom LTC is claimed by me is employed in Government Service/Public Sector Undertaking/Corporation/Autonomous Body/Local Body etc.

(Name and address of the organization with Department)

which provides LTC facilities to its employees but she/he has not preferred and will not prefer any claim separately for himself/herself or for any of the family members mentioned under sl. No. (ii) above in this behalf to his/her employer for the aforesaid Block year..... to

b) **(In case of non-employed)**

My wife/husband for whom LTC is claimed by me is not employed in any Public Sector Undertaking/Corporation/Autonomous Body/Local Body etc. which provides LTC facilities to its employees and their families.

c) 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 as per Rules.

d) **(For officers traveling by air)**

I have followed the guidelines as stated in the GoI OM No.19024/03/2021-E.IV dated: 31.12.2021 & DOPT OM No. 31011/12/2022-Estt.A-IV dated: 29.08.2022 (copy enclosed) Government of India, circulated vide Bose Institute Circular No: R/2379/22 Dated: 14.03.2022. (copy enclosed). The ticket clearly shows that it has been purchased under LTC scheme.

DECLARATION BY THE APPLICANT

I declare that the particulars furnished above are true and correct to the best of my knowledge. I also declare that the persons for whom I am claiming LTC are/is eligible for availing LTC in terms of CCS (LTC) Rules 1988 read with the FAQ-LTC given in the following link https://dopt.gov.in/sites/default/files/FAQ_LTC.pdf. I also undertake that in case any of the information furnished in the application are found to be false, the amount of advance and Cash Equivalent of Earned Leave sanctioned and/or to be sanctioned for this purpose will be refunded to Bose Institute along with the applicable interest.

Date:.....

.....
Signature of the employee
Department/Section

CHECK LIST

(For Office Use)

1. Particulars in Col. 1 to 6 and 11 verified

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Signature of the Verifier

2. Amount entitled for reimbursement:

a. Adult..... fare Rs..... x 2 x (No. of Tickets): Rs.....

b. Child..... fare Rs..... x 2 x(No. of Tickets): Rs.....

Total: Rs.

3. Advance admissible (90% of total amount in 2)

Advance of Rs..... may be sanctioned.

Dealing Assistant

Office Supdt.

Asstt.Registrar

Registrar

.....

(For Office use)

Sl. Nos. and date of Air/Railway/Bus Tickets for :

a. Outward Journey.....

b. Return Journey.....

ACKNOWLEDGEMENT

(To be retained by the applicant after submission)

Received one application of Leave Travel Concession from

Sri/Smt..... Designation..... Department/Section

..... on(date)..... at a.m./p.m. which holds Serial

No..... at the time of his/her submission.

.....

(Signature of Receiving Official)

.....

(Signature)

Department of :