

Indian Institute of Management Raipur

APPLICATION FOR L.T.C. (For Staff – Group ‘B’ & Below)

1. Name of the Employee	
2. Designation	
3. Mobile No.	
4. E-Mail address	
5. Date of entering in the Government Service	
6. Date of Joining in IIM Raipur	
7. Pay –in- Band with GP	
8. Whether Regular or Contractual	
9. (a) Home Town as Recorded in the Service Book (b) Nearest Railway Station	
10. Whether wife / husband is employed : YES / NO & If so whether entitled to L.T.C. : YES / NO	
11. Whether the concession is to be availed for visiting home town, and if so Block Year for which L.T.C. is to be availed.	Block Year
12. If the concession is to visit "ANY WHERE IN INDIA", name the place to be visited and Block Year for which L.T.C. is to be availed.	Place Block Year
13. Nature of leave (CL / EL)	
14. Period of Leave OR Proposed date for onward journey & Proposed date for return journey , If advance required for family members only)	
15. Air/Rail/Bus fare from the Headquarter to place of visit by shortest route.	

16. Persons in respect of whom L.T.C. is proposed to be availed :-

	Name	Age (Years)	Relationship with the Employee	Staying with Yes / No
a)				
b)				
c)				
d)				
e)				

17. Amount of advance if required : Rs.....

(Employee who has been granted LTC advance is required to submit copies of tickets within 10 days of drawal of advance. Bifurcation of advance required along with possible supporting documents / bills to be submitted)

18. EL Encashment with LTC

a)	Do you want to encash EL with LTC (Yes / No)	
b)	No. of days of encashment of EL required with LTC	
c)	Total number of days of EL encashed earlier with LTC, if any	

19. Declaration:

- (a) I declare that particulars furnished above are true and correct to the best of my knowledge. I undertake to produce the tickets for the outward journey within ten days of receipt of the advance. In the event of cancellation of the journey or if I fail to produce the tickets within 10 days of the receipt of the advance, I undertake to refund the entire advance in one lump sum.
- (b) I fully understand the rules & regulations for availing encashment of Earned Leave with LTC. If any discrepancy found in information given above or any excess payment made to me, I will be liable for the same & will refund the excess amount paid to me.
- (c) I do hereby declare that, with reference to the above-mentioned LTC claim amount, Rs., I have gone through the relevant rules and regulations, and the claim amount is as per the relevant provision. In case of any audit objection by the CAG, on the above-mentioned LTC claim amount, the Institute is authorized to recover the amount mentioned in the audit report from my Gross Salary, in the subsequent month.

Date :

(Signature of the Employee)

Important Note

- a. Journey by private airlines is permissible to non-entitled officers for LTC subject to condition that re-imbursement of fare would be restricted to the entitled class by rail.
- b. Travel by Premium Trains are not permissible on LTC.
- c. **Govt. Employees are required to book the air tickets only from the three Authorised Travel Agents viz. M/s. Balmer Lawrie & Company, M/s Ashok Travels & Tours and IRCTC. Booking through any other agency is not permissible.**
- d. LTC advance with or without EL encashment approval form to be submitted 1 month prior perform of journey.
- e. **Travel by Private vehicle :**
Govt. Servant may travel only by vehicles operated by Central / State Govt. or local bodies or by any corporation in public sector owned / controlled by Central/State Government.
- f. Journey on LTC by taxi, auto-rickshaw etc, are permissible only between places not connected by rail.
- g. **EL Encashment with LTC:**
- A Balance of at least 30 days of Earned Leave should be available to the credit of the employee after taking into account the period of encashment as well as leave.
 - EL along with LTC may be encashed maximum up to 10 days at a time and maximum up to 60 days in complete service period.
- h. Fresh recruits to Central Government are allowed to travel to their home town along with their families on three occasions in a block of four years and to any place in India on the fourth occasion. This facility shall be available to the fresh recruits only for the first two blocks of four years applicable after joining the Government for the first time.
- i. LTC entitlement of a fresh recruit will be calculated calendar year wise with effect from the date of completion of one year of regular service.
- j. **No Grace Period for Fresh Recruits :**
Carryover of LTC to next year is not allowed in case of a fresh recruit as he/she is already entitled to every year LTC. Hence, if a fresh recruit does not avail the LTC facility in any year, his / her LTC will deem to have lapsed with the end of that year.

CHECK LIST FOR ADMINISTRATION

L.T.C / L.T.C. advance to

1. Block Year / Calendar Year	
2. Home Town / A place anywhere in India	
3. (a) For whom advance is applied for (b) Total number of persons	
4. Advance required for journey (both/ onwards/ return)	
5. Leave application received (Yes / No)	
6. Applied for EL Encashment with LTC (Yes / No)	
7. Total number of days of EL encashed with LTC on date	
8. EL Balance at credit (after taking into account the period of encashment as well as leave)	
9. Eligible for EL Encashment (Yes /No)	
10. Amount of advance	Rs.
11. Nature of Employment (Regular / Contractual)	
12. If on Contract undertaking submitted	

Necessary entry has been made in the L.T.C. Advance Register. He/She is eligible for L.T.C. for the Block/Calendar Year.....

HR Staff

Head HR

CHECK LIST (Cash and Accounts Section)

For Advance

1. Railway / Air / Bus / Steamer fare for to and fro
by the entitled class or the class by which the
official proposes to travel, whichever is less : Rs.....
2. No of entitled persons for whom advance is
claimed :
3. Amount entitled for Reimbursement : Rs.
4. Advance admissible (80% of the entitled amount) : Rs.....

Advance of Rs may be sanctioned.

For EL Encashment

Cash equivalent = $\frac{\text{Pay admissible on the date of availing LTC + DA}}{30} \times \text{Number of Days}$

= $\left(\frac{\quad + \quad}{30} \right) \times \text{Number of Days}$

= Rs. _____

Amount in Words: _____

Accounts Officer

FA & CAO

Chief Administrative Officer

Director