

Application form for grant of LTC advance

1/10

1.	Name of the Government Servant.		
2.	Designation		
3.	Date of entering the Central Government Service		
4.	PAY + SI + NPA		
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 home town 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.	Single rail fare/bus fare from the headquarters to home town/place of visit by shortest route.		
11.	Person in respect of whom LTC is proposed to be availed		
	<b>S.No.</b>	<b>Name</b>	<b>Age</b>
	1.		
	2.		
	3.		
	4.		
	5.		
6.			
12.	Amount of advance required		

I declare that 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 ten days of receipt of the advance.

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.

Date

Signature of Government Servant

APPLICATION FOR AVAILING OF LEAVE TRAVEL CONCESSION

1. Name of the Officer/Employee : \_\_\_\_\_
2. Post held : \_\_\_\_\_
3. Date of appointment in the present service : \_\_\_\_\_
4. Period during which LTC is proposed to be availed of (In case of self please indicate whether leave has been sanctioned). : \_\_\_\_\_
5. Block of years for which LTC is Proposed to be availed of : \_\_\_\_\_
6. Detail of LTC to be availed of :  
 i) Whether for visiting home town  
 ii) Whether for visiting any place in India  
 iii) In case of (ii) above the place to be visited
7. Member of family for whom LTC Is to be availed of : \_\_\_\_\_  
 i) Names of family members with present age  
 ii) Relationship with the applicant.
8. i) when LTC was availed of last ? : \_\_\_\_\_  
 (Indicate the block years for which LTC Was availed of and the period during which It was availed of).  
 ii) If any sanction for the grant of LTC was issued, please quote its No. and date : \_\_\_\_\_

It is clarified that the leave travel concession for the block years being claimed above was not availed of previously.

It is further certified that the members of family for whom LTC is being claimed are residing with me.

Place :  
 Dated :

Signature of applicant  
 Designation

CONTACT NO.: \_\_\_\_\_

**FORM OF APPLICATION FOR ENCASHMENT OF EARNED LEAVE WHILE AVAILING LEAVE TRAVEL CONCESSION**

- 1. Name in full : \_\_\_\_\_
- 2. Designation / HRMS Number : \_\_\_\_\_
- 3. Unit where working : \_\_\_\_\_
- 4. Date of appointment : \_\_\_\_\_
- 5. (a) LTC Block proposed to be availed (also state whether Hometown or All India) : \_\_\_\_\_
- (b) Place of Visit (on LTC) : \_\_\_\_\_
- (c) Whether LTC advance is applied for (If yes, copy of application to be enclosed) : YES / NO \_\_\_\_\_
- (d) Mode of Travel : By RAIL / S.T. BUS / PLANE / SHIP \_\_\_\_\_
- (e) If LTC advance is not applied for, whether intimation with regard to availing LTC is sent to A.O.Claims. (Copy to be enclosed) : YES / NO \_\_\_\_\_
- (f) Whether to & fro tickets are booked (If yes, copy to be enclosed) : YES / NO (Copy enclosed / Not enclosed)
- 6. Leave applied for (5) above (Copy of application/SR-1 to be enclosed) : \_\_\_\_\_
- 7. (a) Leave encashment claimed/applied for : 10 days Earned Leave.
- 8. (b) Leave at credit on the date of application (HRMS statement to be enclosed) : E/L: \_\_\_\_\_ Days, HPL: \_\_\_\_\_ Days.
- (b) Whether applying for the 1<sup>st</sup> time : YES / NO. (\_\_\_\_\_ time)
- (c) No. of occasions on which availed earlier : \_\_\_\_\_
- 9. In case, wife/husband is a Govt. Servant, whether Joint Declaration is submitted. : YES / NO / Not Applicable.
- 10. Pay & Scale of Pay on the date of application : \_\_\_\_\_ (\_\_\_\_\_)

**ENCL:** As above.

Signature of the Applicant

**Recommendations of the Controlling Officer :** Leave applied for by the official as at (6) above has been sanctioned in HRMS. Leave encashment is recommended please.

Signature & Seal of the Controlling Officer.

4/10

**Proforma for self-certification by the Government employee**

I Sh./Smt./Kr. .... (Name of the Govt. servant) wish to confirm that I am availing ..... (Home Town/ Any Place in India) LTC in respect of self/ family member(s) for the block year ..... to visit ..... (Place of visit) during..... (dates of journey). It is stated that I or the family member for whom I wish to avail LTC has/have not availed of the same before in the present block.

2. Particulars of members of family in respect of whom the Leave Travel Concession is being claimed are as under:

Sl. No.	Name	Age	Relationship with the Govt. Servant
---------	------	-----	-------------------------------------

--	--	--	--

3. It is certified that the above facts are true and any false statement shall make me liable for appropriate action under Rule 16 of CCS(LTC) Rules, 1988 and the relevant disciplinary rules.

Place :

Dated :

Signature of applicant  
Designation

\* N.B.: Government employee may share interesting insights and pictures, if any, of the destination visited while availing LTC on an appropriate forum.

DECLARATION

1. I hereby declare that the following members of my family for whom I intend to avail LTC/HTC are solely dependent on me and residing with me.

<u>Name</u>	<u>Age</u>	<u>Relationship with officer</u>
-------------	------------	----------------------------------

Date

Signature of Officer  
Name & Designation

2. I hereby declare that I have not availed HTC/LTC for myself/for member of my family for the current block period of 2 years/4years.
3. I hereby declare that my wife/husband is employed in Government service, and she/he has not availed the HTC/LTC separately for herself/myself or for any of the family members for the current block of 2 years/4years.
4. I hereby declare that my wife/husband is not employed in Government Service.

Date

Signature of Officer  
Name & Designation

---

**Note :-** Score off whichever is not applicable.

6/10

**UNDERTAKING**

I do hereby undertake that:

1) My husband/wife,....., is not working anywhere and fully dependent upon me and he/she is not availing LTC facility from anywhere.

Or

My husband/wife,....., is working in pvt. Office/self employed and not availing LTC facility from the Government.

Or

My husband/wife,....., is working in \_\_\_\_\_ office. I am availing LTC in respect of him/her and other family members for the block year \_\_\_\_\_. Certificate from his/her employer is enclosed.

2) My child/children..... is/are studying and he/she/they is/are not working anywhere and dependent upon me.

I hereby declare that above statements are true and correct to the best of my knowledge and belief.

Signature:  
Name:  
Designation  
& Rank no.

Dated:

7/10

No. 31011/3/2015-Estt (A.IV)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
Establishment A-IV Desk

North Block, New Delhi-110 001

Dated: January 11, 2016

OFFICE MEMORANDUM

**Subject:- Central Civil Services (Leave Travel concession) Rules, 1988 – Fulfillment of Procedural requirements.**

This Department is in receipt of a number of references regarding the procedural difficulties faced by the Government employees in application and settlement of the LTC claims. Sometimes, the Government servants claim that failure to follow the correct procedure was on account of a lack of knowledge of the rules/instructions while in the other cases the delay is caused in the late processing of LTC claims.

2. To remove these bottlenecks, this Department has decided to simplify the procedure of application and make the procedure of processing of LTC claims time bound. The following time-limits shall be followed while processing the LTC applications/claims of the Government servants.

S.No.	Course of action	Time limit
1.	Leave Sanction	5 days + 2 days*
2.	Sanction of LTC advance	5 days + 2 days*
3.	Time taken by Administration for verification of LTC claim after the LTC bill is submitted by the Government employee for settlement.	10 days + 2 days*
4.	Time taken by DDO	5 days + 2 days*
5.	Time taken by PAO	5 days + 2 days*

\* It may be noted that in cases where the place of posting of the Government employees is away from their Headquarters, additional 2 days transit-time may be allowed. The person proceeds on LTC after S.No.1 and 2 i.e. after ten days of applying LTC.

3. Under CCS (LTC) Rules, the Government servants are required to inform their Controlling Officer before the journey(s) on LTC to be undertaken. It has now been decided that the Leave Sanctioning Authority shall obtain a self-certification from the employee regarding the proposed LTC journey. The proforma for self-certification has been annexed with this O.M.

8/10

: 2 :

From pre-page:

4. In addition to the above, it has been decided that whenever a Government servant applies for LTC, he/she may be provided with a copy of the guidelines (enclosed) which needs to be followed while availing LTC.
5. Employees may be encouraged to share interesting insights and pictures, if any, of the destination he/she visited while availing LTC on an appropriate forum.
6. Comments of the above proposal may be furnished within 15 days via e-mail to e-mail address [jha.sn@nic.in](mailto:jha.sn@nic.in).

Enclosures:

- 1) Proforma for self-certification.
- 2) Guidelines

*Surya Narayan Jha*  
11-1-16  
(Surya Narayan Jha)

Under Secretary to the Government of India

To,

- ✓ NIC, DoP&T with the request to upload this O.M. on Department's web site (OMs/Orders<< Establishment<< LTC Rules)
2. Hindi Section for Hindi version.

9/10

### Guidelines

1. Please ensure that you have applied for leave and submitted the completely filled self-certification form to your Administration before the LTC journey is undertaken.
2. Please check the eligibility before applying for LTC. LTC to Home Town can be availed once in a block of two years and LTC to Any Place in India may be availed once in a four year block. If not availed during these blocks, the LTC may also be availed in the first year of the following block.
3. Please note that the current two year block is 2016-17 and the current four year block is 2014-17.
4. In case of fresh recruits, LTC to Home Town is allowed on three occasions in a block of four years and to any place in India on the fourth occasion. This facility is available to the fresh recruits only for the first two blocks of four years applicable after joining the Government service for the first time. (For details, please refer to DoPT's O.M. No. 31011/7/2013-Estt.(A-IV) dated 26.09.2014 available on 'www.permin.nic.in' << 'OMs & Orders' << '*Frequently Asked Questions (FAQs) on LTC entitlements of a Fresh Recruit*')
5. A Fresh recruit may at his option choose to avail LTC under the normal LTC rules as entitled to other regular Government employees subject to the condition that he/she will have to forego his/her eight years LTC entitlement. It may be noted that the option once exercised shall be treated as final for the initial eight occasions of LTC and the fresh recruit shall not be allowed to change it in a later stage.
6. The retiring Government employees are eligible to avail LTC as per their entitlement provided that the return journey is performed before his date of retirement. LTC is not allowed after retirement.
7. Journeys on LTC are to be undertaken in the entitled class of the Government servant in public/Government mode of transport.
8. Travel by private modes of transport is not allowed on LTC, however, wherever a public transport is not available, assistance shall be allowed for the private transport subject to the certification from an Appropriate Authority that no other public/Government mode of transport is available for that particular stretch of journey and these modes operate on a regular basis from point to point with the specific approval of the State Governments/Transport authorities concerned and are authorised to ply as public carriers.
9. If a Government servant travels upto the nearest airport/ railway station by authorized mode of transport and chooses to complete the journey to the declared place of visit by 'own arrangement' (such as personal vehicle or private taxi etc.), if the public transport is already available in that part, then he may be allowed the fare for the journey performed by authorised mode of transport. This will be subject to the undertaking from the Government employee that he has actually travelled to the declared place of visit and is not claiming the fare reimbursement for the same.

Contd...

10/10

: 2 :

From pre-page:

10. Government servant may apply for advance for himself and/or his family members sixty five days before the proposed date of the outward journey and he/she is required to produce the tickets within ten days of the drawal of advance, irrespective of the date of commencement of the journey.
11. Reimbursement under LTC scheme **does not cover incidental expenses and expenditure incurred on local journeys**. Reimbursement for expenses of journey is allowed only on the basis of a point to point journey on a through ticket over the shortest direct route.
12. The time limit for submission of LTC claim is :
  - Within three months of completion of return journey, if no advance is drawn;
  - Within one month of completion of return journey, if advance is drawn.
13. Government officials entitled to travel by air are required to travel by **Air India only in Economy Class at LTC-80 fare or less** unless permitted to do so by any general or specific provision.
14. Officers not entitled to travel by air may travel by any airlines, however, reimbursement in such cases shall be restricted to the fare of their entitled class of train or actual expense, whichever is less.
15. In all cases whenever a Govt. servant travels by air, he/she is required to book the air tickets either directly through the airlines or through the approved travel agencies viz: M/s Balmer Lawrie & Co. Ltd/ M/s Ashok Tours & Travels Ltd/ IRCTC. Booking of tickets through any other agency is not permissible.
16. Travel on tour packages is not allowed, except in the case of tours conducted by Indian Tourism Development Corporation (ITDC), State Tourism Development Corporation (STDC) and Indian Railway Catering and Tourism Corporation (IRCTC). In such cases, only the fare component shall be reimbursable provided ITDC/STDC/IRCTC separately indicate the fare component and certify that the journey was actually performed by the Government servant and his family members for which he is claiming the Leave Travel Concession.
17. Please ensure that your LTC claim is as per the instructions to avoid rejection of your claim.

\*\*\*\*\*

“Have a pleasant journey and a happy holiday”