

1. I have not availed of the LTC for my self and/or my family members for the block of the year mentioned at item 11 above.
2. I shall refund the advance forthwith in case the outward journey is not commenced within 30 days/ within 60 days of drawl of advance in the case of journey proposed to be performed by rail.
3. I undertake to produce the railway cash receipt/receipts for the reservation by Bus, within 10 days of the drawal of the advance to the Finance Officer, otherwise the mount of the advance drawn would be refunded forthwith in one lump sum.
4. I undertake to submit the L.T.C. Adjustment within one month of the completion of journey, I also understand that if the adjustment account is not submitted within one month of the completion of journey, the full mount will be refunded by me in one lump sum along with penal interest, if any.
5. I have family in terms of the Leave Travel Concession Rules of the Institute, which has been ordinaries residing with me.
6. The income from all sources including pension (inclusive of temporary increase in pension and pension equivalent of DCRG benefits) of none of the members of my family included for purposes of the LTC exceeds Rs.9,000/- p.m. plus amount of the Dearness Relief on the basic pension of Rs 9,000/- p.m., as on the date of consideration.
7. If the period of my absence or my family from headquarters is likely to exceed three months or ninty days, one-half of the advance will be refunded forthwith.

Date.....

Signature.....

Forwarded to the Finance Officer. The particulars given against item No.2 to 11 above have been verified from service records. It is certified that:

1. The applicant and his/her family have not availed of leave travel concession during the 2 years/ 4 years block. 20..... 20..... The family now intending to travel have not availed of the concession during the block year.....
2. Necessary entries have been made in the service record of Dr./Sh./Smt./Km.....
3. The applicant is a temporary employee and necessary surety from a permanent employee of Institute for the payment of L.T.C. advance has been taken and recorded in the personal file of the applicant.

Dated.....

Administrative Officer/COA

FINANCE & ACCOUNTS DEPARTMENT

Advance of Rs.....(Rupees.....
my be granted.

Assistant

The amount has been noted in the L.T.C. Check Register at item No.....Page No.....

Assistant

Passed for the payment for Rs.....(Rupees)
in favour of Dr./Sh./Smt./Km.....

Finance Officer

Received a sum of Rs.....(Rupees.....
.....

Signature.....