

17. Class of accommodation proposed to be availed in the Railway Journey :
 18. Amount of advance required :
 19. Office in which the spouse of the Government Servant is employed :
 20. If the spouse is eligible for LTC or similar concession from his/her office whether declaration has been given that he/she will not claim LTC for self and family from his/her office :
 21. Certified that my spouse for whom LTC for the Block Year _____ is claimed is actually residing with me and that in respect of other family members for whom LTC is claimed, are entirely dependent upon me and actually residing with me at _____

Place : Signature :
 Date : Name & Designation :

DECLARATION

I, _____, hereby declare that the above particulars furnished by me are true and correct.

I also undertake to refund the LTC advance in full immediately in case of failure to perform the proposed journey for which advance taken.

I also declare that I will not visit other than the place mentioned in the application without obtaining prior approval of the competent authority.

I also agree to refund one half of the advance if the return journey could not be performed within 90 days from the date of advance taken.

I also agree to credit forthwith the office any excess amount of advance left with me for any reason whatsoever.

I also agree to produce evidence of purchase of tickets, etc., for myself/members of my family as the case may be, for the forward journey within 10 days or before the commencement of the journey whichever is earlier from the date of drawing the advance. I am aware that failure to comply with the above requirement will entail recovery of the advance in one lumpsum from the next drawal of my salary, together with the penal interest at 2½% over and above the normal interest.

I am aware that if I do not submit LTC bills within one month from date of return journey, the outstanding LTC advance is recoverable in one lumpsum from my next salary together with the penal interest @ at 2½% over and above the normal interest.

I am also aware that my claim will stand forfeited if I fail to submit the bills within three months from the date of completion of journey.

I also understand that if the LTC is availed for self, the cost is reimbursable only when the journey is performed after availing any kind of leave and not during week end holidays/other restricted holidays alone.

Place : Signature :
 Date : Name & Designation:

REMARKS OF THE UNIT OFFICER

The Casual Leave/Earned Leave applied by the official as at Col.12 has been sanctioned.

For Director