



अखिल भारतीय आयुर्विज्ञान संस्थान, राजकोट, गुजरात
અખિલ ભારતીય આયુર્વિજ્ઞાન સંસ્થાન, રાજકોટ

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, RAJKOT, GUJARAT

APPLICATION FOR LTC & LTC ADVANCE

1.	Name of Employee	:	
2.	Designation/Department	:	
3.	Employee ID	:	
4.	Date of appointment	:	
5.	Pay Level	:	
6.	Home Town as declared in Service Book	:	
7.	Whether spouse is employed and if so whether entitled to LTC	:	Yes/No
8.	Nature of leave (Vacation/EL/CL etc)	: Fromto
9.	Particulars of LTC availed for		
	Previous Block years:..... (i) Home town / All India..... (ii) Block Year.....	Current Block years:..... (i) Home town / All India..... (ii) Block Year.....	
10.	Block year for which now proposed to avail	:
11.	(a) If concession is to visit anywhere in India, place to be visited. (b) Block year for which to be availed	:
12.	Single Rail fare/ Bus fare/ Air fare from headquarters to home town/ place of visit by shortest route. (If travelled by road, journey must be done through any Government transport only)	:	
13.	Address during LTC	:	
14.	Entitlement as per Rule (Road/Rail/Air)	:	
15.	Particulars of Employee & his/her family members availing facility (If employee is traveling under LTC, he/she should mention his/her name below.)		
	S.N	Name	Relationship
			DOB
			Age
			Married (Yes/No)
			Dependant (Yes/No)
16.	Total approximate cost of travel : Rs.		
17.	Amount of Advance requested (90% Sr. No.15) If yes, amount required	:	Yes/ No Rs.....
18.	Account No.	:	
19.	Encashment of EL required If yes, no. of days	:	Yes/ No From to

Encl: Copy of Leave sanctioned

Date :

Signature of Applicant

DECLARATION

- (i) I _____ hereby certify that above particulars furnished by me are true and correct.
- (ii) I also undertake to refund LTC advance in full immediately. in case of failure to perform proposed journey for which advance has been taken.
- (iii) I also declare that I will not visit other than place mentioned in application without obtaining prior approval of competent authority.
- (iv) I also agree to produce evidence of purchase of tickets, etc, for myself/members of my family as case maybe for my forward journey within 10 days or before commencement of journey whichever is earlier from date of drawing advance. I am aware that failure to comply with above requirement will entail recovery of advance in one lump sum from next drawl of my salary, together with penal interest @ 2 % over and above normal GPF interest.
- (v) I am aware that if I do not submit LTC bills within one month from date of return journey outstanding LTC advance is recoverable in one lump sum from my next salary together with penal interest@ 2% over and above normal GPF interest.
- (vi) I am also aware that my claim will be forfeited if I fail to submit bill within 3 months from date of completion of journey.
- (vii) That my spouse is not employed in government / That my Spouse is employed in Government Service and concession has not been availed of by him/her separately for himself/herself or for any of family members for concerned block of two years.
- (viii) Certified that my spouse for whom L.T.C. is claimed by me is employed in _____(Name of Public Sector Undertaking/ Corporation/ Autonomous body etc.) which provides leave Travel Concession facilities but he/she has not preferred and will not prefer, any claim in this behalf from his/her employer.
- (ix) Persons in respect of whom LTC is proposed to be availed are dependent on me.

Date:.....

Signature of Applicant

Official use only:

1. Details have been verified from record and recommended / not recommended of LTC & LTC advance of Rs. _____ in words _____

Dy Dir (Admin)

APPROVED/NOT APPROVED

- 1. LTC sanctioned /not sanctioned : Yes/No
- 2. LTC Advance sanctioned of Rs. _____

Executive Director

Office Order:

#AIIMS-Rajkot/..... /Empl. ID...../O.O./...../.....

Note: Approval/Permission for requested visit does not mean approval of requested amount. Expenditure will be reimbursed as per LTC Rules/Norms



Proforma for self-certification by the employee

1. I Dr/Mr./Mrs.(Name of the employee) 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. The particulars of members of family in respect of whom the Leave Travel Concession is being claimed are as under:

S.no	Name(s)	Age	Relationship with the Employee

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.

Date :

Signature of the Employee

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

LTC Guidelines

1. Please ensure that you have applied for leave and submitted the self-certification form to your Administration before the LTC journey is undertaken.
2. Please check your 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 2022-23 and the current four year block is 2022-25.
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).
5. A Fresh recruit may at his option choose to avail LTC under the normal LTC rules as applicable to other Government employees. In this case he/she will not be allowed to avail other LTCs as admissible to the fresh recruits in that block of four years.
6. The retiring employees are eligible to avail LTC as per their entitlement provided that the return journey is performed before their date of retirement. LTC is not allowed after retirement.
7. The Journeys on LTC are to be undertaken in the entitled class of the Government servant in public/Government mode of transport (For details, please refer to Ministry of Finance O.M. No. 1903011/2017.E.IV dated 13 Jul 2017).
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 an employee travels on LTC upto the nearest airport/ railway station by authorized mode of transport and chooses to complete rest of the journey to the declared place of visit by 'own arrangement' (such as personal vehicle or private taxi etc.), while the public transport system is already available in that part, then he may be allowed the fare reimbursement till the last point where he has travelled by the authorised mode of transport. This will be subject to the undertaking from the employee that he has actually travelled to the declared place of visit and is not claiming the fare reimbursement for the part of journey performed by the private owned/operated vehicle.

Cont 2/-

10. Employee may apply for advance for himself and/or his family members sixty days before the proposed date of the outward journey and he/she is required to produce the tickets within ten days of the drawl 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. Employees entitled to travel by air are required to book the air tickets 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. (For details, please refer DoPT O.M. No. 31011/12/2022-Estt.A-IV, dated 29 Aug 2022).
14. Employees not entitled to travel by air may travel by any airline, however, reimbursement in such cases shall be restricted to the fare of their entitled class of train/transport or actual expense, whichever is less.
15. 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 Employee and his family members for which he/she is claiming the Leave Travel Concession.
16. 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”