

APPLICATION FOR GRANT OF L.T.C. (ALL INDIA/HOME TOWN) ADVANCE

1. Name of the Government Servant :
2. Designation :
3. Date of entering the Central Government service :
4. Present pay / Level :
5. Nature and period of leave applied for :
6. Closed holidays/Sundays, if any
proposed to be prefixed/suffixed :
7. Address during leave : :
8. Home town as recorded in the service book :
9. Whether wife/ husband is employed
and if so, whether entitled to L.T.C. :
10. Whether the concession is to be availed for visiting
hometown and if so, block year for which L.T.C. is to
be availed :
11. a) If the concession is to visit anywhere
in India, the place to be visited :
b) Block for which to be availed :
12. Single air fare/ rail fare/ bus fare from the headquarters
to home town/ place of visit by shortest route :
(As per entitlement)
13. Date of Outward Journey & Mode of Travel :
14. Date of Inward Journey & Mode of Travel :
15. Family members in respect of whom L.T.C. is
proposed to be availed :

Sl. No	Name	Age	Relationship with Govt. Servant

16. Whether advance for LTC required
If yes, the amount of advance :
17. Whether encashment of leave required
If yes, then number of days for which
encashment is required :

I hereby undertake that:-

- i. The particulars furnished above are true and correct to the best of my knowledge.
- ii. I will produce the tickets for the outward journey within ten days of receipt of the advance.
- iii. In case the outward journey does not commence within one month from the date of drawal of the advance, the advance thus drawn will be refunded to the ICHR.
- iv. The LTC claim will be got adjusted within one month from the date of completion of inward journey.
- v. In case the return journey is not completed within three months of the outward journey, half of the advance drawn for self or family will be refunded to the ICHR.
- vi. 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.
- vii. In the event of failing to comply with the above. I authorize the Competent Authority, ICHR to make recovery of the said advance of one lump sum from my salary bill without prejudice to any disciplinary action that may be taken me.

Place:

Signature of applicant
(with date)

Remarks and/ or recommendation of
the officer/ Unit-in-charge

(FOR USE OF ADMINISTRATION SECTION)

Leave applied for is due and may be sanctioned as in the fair office order put up for signatures.
Entries in the Service Book and leave account may kindly be attested.

Proforma for self-certification by the Government employee

I Shri/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 to (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:

Sl. No	Name	Age	Relationship with 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:

Signature of applicant
(with date)

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

GUIDELINES

For information of all the concerned to strictly adhere to the following guidelines while availing LTC:

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 2026-27 and the current four year block is 2026-29.
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.persmin.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 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 Government 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.
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 authorized to ply as public carriers.
9. If a Government servant travels on LTC up to 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 authorized 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 part of journey performed by the private owned/operated vehicle.
10. Government servant 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 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 :
 - i) Within three months of completion of return journey, if no advance is drawn;
 - ii) Within one month of completion of return journey, if advance is drawn.
13. Original boarding pass along with air tickets and original railway tickets (confirmed) must be attached to LTC claims. No reimbursement can be made against waiting list (WL) Railway Tickets without proof of confirmation of the said tickets.
14. Government 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. In all cases whenever a Govt. servant claims LTC 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/she is claiming the Leave Travel Concession.
17. Please ensure that your LTC claim is as per the instructions to avoid rejection of your claim.
18. DoPT website may be visited for latest Govt. orders/circulars before availing LTC.
