



SIKKIM UNIVERSITY
Gangtok, Sikkim

EMPLOYEE ID: _____

Service Book No.....

APPLICATION FORM FOR PRIOR PERMISSION AND DRAWAL OF LTC ADVANCE

PART – A

[To be filled by Applicant]

1. Name of the Employee : _____
2. Designation & Department : _____
3. Date of entering the Service : _____
4. Basic Pay : _____
- Level: : _____
5. Whether permanent or temporary : _____
6. Home-Town as recorded in the Service Book : _____
: Distt. _____ State _____
7. a) Whether wife/husband is employed : _____
b) If yes, Name & Address of the office : _____
c) Whether he/she has availed LTC in the Current B. Yr. Separately : Please attach certificate from his/her employer/undertaking regarding availing /not availing H.T./ Anywhere in India LTC facility
8. a) Place to be visited : _____
b) LTC required under : Home Town/Anywhere in India
c) When was last LTC availed : _____
9. Nearest Railway Station/Airport : _____
10. a) Block Year : _____
b) Tentative date of outward journey/Return journey : _____
11. Single Rail Fare/Bus Fare/Air Fare from the Headquarters to Home Town/Place of visit by shortest route. (LTC 80 fares apply) : _____

12. Persons in respect of whom LTC is proposed to be availed.

S. No.	Name	Date of Birth	Age	Relationship	No. of Tickets

Note: Booking of Tickets should be made through the following:

1. M/s Balmer Lawrie & Company Limited (BLCL),
2. M/s Ashok Travels & Tours (ATT)
3. Indian Railways Catering and Tourism Corporation Ltd. (IRCTC)

For more clarification please refer latest OM issued by MoF dated: 16.06.2022 and DoPT dated: 29.08.2022

13. Period and nature of leave sanction : _____
14. Total fare to and fro as No. 12 : _____
15. Amount of advance required : _____

I hereby declare that:

1. I have not claimed any LTC for the block year for which I am submitting this application.
2. I undertake to produce the tickets for the outward journey, within 10(ten) days from the receipt of the advance, for verification.
3. In the event of the cancellation of the journey or if, I fail to produce the tickets within ten(10) days of the receipt of advance, I undertake to refund the entire amount of advance in one lump sum.
4. I shall not change my travel plan after commencement of outward journey under any circumstance. In case any change of place of visit becomes inevitable, I shall seek prior permission of the Sanctioning authority before commencing outward journey.
5. I understand that in case I fail to submit the adjustment bill of LTC advance within 30 days after the completion of return journey, the amount of LTC advance including the accrued interest thereon shall be recovered in lump sum from my salary without making any reference to me.

6. **No LTC advance is outstanding with me**

The particulars furnished above are true and correct to the best of my knowledge.

Signature _____

Full Name _____

Contact No. _____

Email ID:. _____

Department _____

Date _____

Signature of Applicant _____

Date: _____

PLEASE NOTE DOWN THE FOLLOWING RULES IN R/O LTC FACILITY:

1. The advance is required to be refunded in full if the outward journey is not commenced within 30 days of the grant of advance. Air/railway/bus tickets should be submitted within 10 days of the drawl of the advance and final claim should be submitted within 30 days of the completion of return journey.
2. Where no advance is drawn, LTC claim shall stand forfeited, if the claim for reimbursement is not made within 3 months of the date of completion of the return journey.

PART - B

[For use in the office of the Registrar]

1. Information furnished have been verified.
2. Prof./Dr./Mr./Ms./Mrs. _____ is eligible to avail LTC for self or/ and family members mentioned in col. 12 above for the Block Year _____ as Home Town/ All India LTC.

DA

SO (Estb.)

DR (Estb.)

Registrar

3. Forwarded to Finance Officer for necessary action.

**Signature with date
DR (Establishment)**

PART - C

4. **[For use in office of the Finance Officer]**

1. Total estimated fare (as per LTC 80) : ` _____
2. Amount of advance sought : ` _____
3. Advance admissible : ` _____

Sanction to payment of advance of ` _____ (Rupees _____
_____) only, may be accorded.

DA

SO (F)

DR (F)

Finance Officer / Adviser (F)

Vice Chancellor