

**Delhi Tourism & Transportation Development Corporation Ltd.**  
**ANNEXURE-(APPLICATION FORM FOR GRANT OF L.T.C ADVANCE)**

1. Name of the official (in block letters) :
2. a) Designation & Emp. Code :
- b) Permanent or Temporary :  
 (If not permanent, Surety Bond from a Permanent official to be enclosed with the application)
3. Unit/office to which attached :
4. Basic pay and present pay grade :
5. Date of appointment in the Corporation :
6. Place of hometown as declared in the service book :
7. Particulars of LTC availed for previous block year:
8. Block year for which now proposed to avail :
9. Whether avails CL or EL :  
 (nature of leave to be mentioned)
10. Whether LTC advance already taken has been settled in full or pending settlement. Date of the settlement of the previous case. :
11. proposed date of onward journey :
12. Probable date of return journey :
13. Particulars of the family members availing the facility :

S. No.	Name	Relationship	Age	Whether Dependant

- 14. Class of accommodation proposed to be availed in the railway journey :
- 15. Amount of advance required :
- 16. The office in which the spouse of applicant working :
- 17. Whether the concession is to be availed for visiting Hometown, and if so block for which L.T.C is to be availed :
- 18. (a) If the concession is to visit anywhere in India the place to be visited. :
- (b) Block for which to be availed :
- 19. Single rail fare/bus fair from the headquarters to hometown/place of visit by shortest route :
- 20. If the spouse is eligible for LTC or similar concession from his/her employer, whether declaration has been given that he/she will not claim LTC to his/herself and family from his/her office. :

I declare that the particulars furnished above are true and correct to the best of my knowledge. I undertake to produce the tickets for the outward journey within ten days of receipts of the advance.

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.

Signature.....  
 Designation & staff no.  
 .....

## Certificates to be given by the employee

1. I have not submitted any other claim so far for Leave Travel Concession in respect of myself or my family members in respect of the block of the year.....&.....
2. I have already drawn T.A. for the Leave Travel Concession in respect of a journey performed by me/myself with.....children. This claim is in respect of the journey performed by me wife/myself with.....children none of when traveled with the party earlier occasion.
3. I have not already drawn T.A for the Leave Travel Concession in respect of a journey performed by me/my wife with.....children in respect of the block of two year .....and.....this claim is in respect of the journey performed by my wife/myself with .....children..... children none of whom availed of the concession relating to that block.
4. I have already drawn T.A for the Leave Travel Concession in respect of a journey performed by me in the year.....&.....This claim is in respect of year .....This is against the concession admissible once in every year in a prescribed block for visiting home town as all the members of my family are living away from my place of work.
5. The journey has been performed by me/my wife with.....children..... to the declared home town viz.....
6. That my husband/wife is not employed in Govt. service/public sector that my husband/wife is employed in Govt. service/public sector and the concession has not been availed of by him/her service separately for himself/herself or for any of the family members for the concerned block to two years.
7. Certified that my wife/husband for whom L.T.C is claimed by me is employed in ..... (Name of the Public Sector Undertaking/Corporation/Autonomous Bodies which provides Leave Concession facilities but he/she not preferred and will not prefer any claim on this behalf to his/her employer.
8. Certified that my wife/husband for home L.T.C is claimed by me is not employed in any public Sector Undertaking/Corporation/Autonomous Body financed wholly or partly by the central Government or a local body which provides L.T.C. facilities to its employees and their families.

**Signature of the employee**

Delhi Tourism & Transportation Development Corporation Ltd.

DECLARATIONS

.....hereby certify 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 was taken.

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 the advance.

I also agree to credit forthwith to 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 family, as the case may be, for the forward journey within 10 days or before the commencement of the journey which ever is earlier from the date of drawing the advance. I aware that failure to comply with the above requirement will entail recovery of the advance in one lumpsum the drawl of my salary together with the penile interest @ two and a half % over and above the nominal interest.

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

I am also aware that my claim will be forfeited if I fail to submit the bills within 3 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 weekend holidays/other holidays/R.H. alone.

Signature.....

Designation.....

Staff No.....

UNIT OFFICER

Remarks of the unit officer

## Certificate's to be given by the Controlling Officer

Certified :-

1. That Shri/Ms. (Name of the employee of the Corporation).....has rendered continuous service for one year or more on the commencing the outward journey.
2. That necessary entries as required under para 3 of the Ministry of Home Affairs O.M. No. 43/1/55-Estt. (A) Part-II dated the 11<sup>th</sup> October, 1956 have been made in the service book of Shri/Ms.....

(Signature and designation of the  
Controlling Officer)