

Central Pulp & Paper Research Institute

Application Form for Grant of Leave Travel Advance

1. Name
2. Designation
3. Date of appointment
4. Present pay
5. Whether permanent or temporary
6. Home town as recorded in the service book
7. Whether wife, Husband is employed and if so whether entitled to L. T. C.
8. Nature and period of leave applied.....
9. Whether the concession is to be availed for visiting home town and if so block for which L. T. C. is to be availed.....
- 10 (a) If the concession is to visit any where in India the place to be visited
- (b) Block for which to be availed
11. Single Railfare/Bus fare from the head quarters to home town/place of visit by shortest route.
12. Persons in respect of whom L. T. C. is proposed to be availed :—

Sl. No.	Name	Date of Birth	Relationship
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

13. Amount of advance required Rs
- (Rupees)

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 with in 10 (ten) days of receipt of the advance.

In the event of cancellation of the journey or if I fail to produce the tickets with in 10 (ten) days of receipt of advance, I undertake to refund the entire advance in one lump sum.

Dated

Signature

For use in Personnel Deptt.

Shri/Km
and his/her
is/are entitled to avail L. T. C. (Home town/Any where in the block year
kindly approve L. T. C. as well as L. T. C. advance.

Personnel Deptt)

SANCTIONED/NOT SANCTIONED

Sanctioning Authority

Cont'd-3

CERTIFICATE TO BE GIVEN BY THE GOVERNMENT SERVANT

1. I have not submitted any other claim so far for Leave Travel concession in respect of myself or my family member in respect of the block of the year 20 & 20

2. I have already drawn T. A. for the L. T. C. in respect of a journey performed by me/my wife with children This claim is in r/o the journey performed by my wife/my self with Children none of whom travelled with party on the earlier occasion.

3 I have not already drawn T. A. for the L. T. C. in respect of a journey performed by me/my wife with Children/ Children in r/o the block of two year 20 and 20 This claim is in r/o the journey performed by my wife/my self with Children/..... Children none of whom availed of the concession relating to the block.

4. I have already drawn T. A. for the L. T. C. in r/o a journey performed by me in the years 20 in r/o block of two years 20 and 20 This claim is in respect of the journey performed by me in the year 20 This is against the concession admissible once 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/ Children to the declared home town viz

6. That my husband/wife is not employed in Government Service.

That my husband/wife is employed in Government Service and the concession has not been availed of by him/her separately for himself/herself or for any of the family members for the concerned block of 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 bodys etc.) which provides L. T. C facilities but he/she has not preferred and will not prefer, any claim in this behalf to his/her employer.

8. Certified that my wife/husband for whom 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 Govt. or a Local Body, which provides L. T. C. facilities to its employees and their families

9. I undertake to refund the amount of advance in one lump sum in case the journey is not commenced within one month from the date of drawal of the advance, I also undertake to pay the panel rate of interest over and above the normal interest on the amount decision No. (2) below GFR 178 in addition to recovery/refund of advance in one lump sum.

Cont'd-4

i) Certified that I have not claimed/brawn the amount for L.T.C. for the block of year.....and.....

ii) Certified that the family members for whom L. T. C. advance has been claimed are actually residing with me and are wholly dependent upon me.

iii) I undertake to refund the amount of advance in one lump sun in case the journey is not commenced within one month from the date of drawl of the advance, I also undertake to pay the panel rate of interest over and above the normal interest on the amount on the event of my failure to do so in terms of Govt. of India decision No. (2) below GFR 178 in addition to recovery/refund of advance in one lump sum.

iv) Certified that no advance is outstanding against me on this account.

v) The advance applied for will be utilised for travel to the declared HOME OWN/PLACE of visitle i. e.....

Signature.....

Place

Name.....

Dated

Designation.....