

**NATIONAL SANSKRIT UNIVERSITY**  
**TIRUPATI - 517 507**

**APPLICATION FOR LTC ADVANCE**

01. Name of the official (in Block Letters)
02. (a) Designation  
(b) Permanent or Temporary  
{If not permanent, Surety Bond from a permanent  
Official to be enclosed with the Application
03. Unit/Office to which attached
04. Basic pay+ NPA +SI
05. Date of appointment in the Department
06. Place of home town as declared in the Service Book
07. Whether wife/husband is employed and if so whether  
entitled to LTC
08. Particulars of LTC availed for previous

Block year:

Block year:

- (i) Home town
- (ii) Any where in India

09. Whether LTC advance already taken has  
Been settled in full or pending settlement  
Date of the settlement of the previous case
10. Block year for which now proposed to avail  
(Please State whether Any where in India or Home Town)
11. Place of visit (farthest point)
12. Whether avails CL or EL  
(Nature of Leave to be mentioned)
13. Proposed Date of onward journey
14. Probable Date of return journey
15. Particulars of family members availing  
The LTC facility

S.No.	Name	Relationship	Age	Whether dependent

(P.T.O.)

16. Class of accommodation proposed to be availed in Rail/Air/Road/Steamer
17. Single Rail/Air/Road/Steamer fare from the Headquarters to home town/place of visit by Shortest route.
18. Amount of advance required

Signature :

Dated:

Designation :

### DECLARATIONS

I ..... 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 declare that I will not visit other than the place mentioned in the application without obtaining prior approval of the Competent Authority.

I also agree to refund 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 my family, as the case may be, for the forward journey within 10 days or before the commencement of the journey, whichever is earlier, from the date of drawing the advance. I am aware that failure to comply with the above requirement will entail recovery of the advance in one lumpsum from the next drawal of my salary, together with the penal interest @ 2 1/2 % over and above the normal 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 @ 2 1/2% 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 leave and not during week-end holidays/other holidays/RH alone.

Signature:

Designation:

### REMARKS OF THE UNIT OFFICER

Forwarded Official applied CL/EL as at Col.12 and the same has been sanctioned

Unit Officer.