



SAHA INSTITUTE OF NUCLEAR PHYSICS
1/AF, Bidhannagar, Kolkata-700 064

[PART – A]

APPLICATION FOR LTC, LTC ADVANCE & LEAVE ENCASHMENT

(To be filled by the employee)

1. Name of the Government Servant & ID : _____
2. Department / Division : _____
3. Designation : _____
4. Date of entering the central Government service : _____
5. Present Basic Pay and Pay Level : _____
6. Whether permanent or temporary / contractual / any other : _____
7. Home town as recorded in the service book : _____
8. Whether wife / husband is employed and if so whether entitled to LTC : _____
9. Whether the concession is to be availed for visiting hometown and if so, block year for which LTC is to be availed : _____
10. a) If the concession is to visit anywhere in India, the place to be visited. : _____
b) Block for which to be availed : _____
11. Nature and period of leave sanctioned during LTC (to attach approved leave application) : _____
12. Family members in respect of whom LTC is proposed to be availed :

Sl. No.	Name	Age	Relationship with the employee



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13. Single rail fare / bus fare from the
headquarter to home town/ place of visit : Rs. _____
by shortest route
14. Amount of advance required : Rs. _____
(maximum 90% of the admissible fare)
15. No. of days being claimed for encashment : _____

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and any false statement shall make me liable for appropriate action under Rule 16 of CCS (LTC) Rules, 1988 and the relevant disciplinary rules. I undertake to produce the tickets for the outward journey within ten days of receipt of the advance.

It is certified that the income of none of the family members (other than spouse), for whom LTC is proposed, exceed the amount of minimum family pension prescribed in Central Government and Dearness Relief thereon.

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

Station: _____

Date : _____

Signature of the employee with date



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[PART – B]

FOR OFFICE USE ONLY

REMARKS OF THE ESTABLISHMENT SECTION

1. Particulars in Col. 1 to 12 verified.
2. **Recommended / Not Recommended** for availing LTC.

Remarks, if any:

(In case of Encashment of leave during LTC)

1. EL balance at credit before the Date of Journey : _____
2. No. of days already En-cashed (with Block Year) : _____
3. Remaining balance of days for Encashment : _____

Establishment Officer

In-Charge / Dealing Official, Establishment

REMARKS OF THE ACCOUNTS SECTION

(In case of LTC Advance & Encashment of leave on LTC)

1. Amount entitled for Advance: Rs.....
2. Calculation of amount of encashment of Earned leave:

Basic Pay	
Pay Level	
DA (in %)	
No. of days admissible for encashment	
Amount admissible for encashment	

Remarks, if any:

Accounts Officer

REGISTRAR
(Approved / Not Approved)

DIRECTOR

Forwarded to: Estt. Section
Copy to: Accounts Section