

JAWAHAR NAVODAYA VIDYALAYA

DISTRICT: _____ STATE _____

APPLICATION FOR LTC ADVANCE

1.	Name of the Official (In Block Letters)			
2.	a) Designation.			
	b) Permanent or Temporary (If not permanent , Surety Bond from a Permanent Official to be enclosed with the application.			
3.	Name of the JNV working.			
4.	Pay in the pay band + Grade Pay.			
5.	Date of appointment in the Samiti.			
6.	Place of Home town as declared in the Service Book.			
7.	Particulars of LTC availed for the Previous Block years.			
	BLOCK YEAR			
	i) Home Town. ii) Anywhere in India.			
8.	Block year for which now proposed to avail.			
9.	Whether avails CL or EL (Nature of Leave to be mentioned)			
10.	Whether LDC advance already taken has been settled in full or pending settlement, Date of settlement of the previous case.			
11.	Place of Visit (farthest point)			
12.	Proposed date of Onward Journey.			
13.	Probable date of return journey.			
14.	Particulars of the family members availing the facility.			
S. N.	Name	Relationship	Age	Whether Dependant
15.	Class of accommodation proposed to be availed in the Railway journey.			
16.	Amount of advance required.			
17.	The Office in which the spouse of the G.S. is employed.			
18.	If the spouse is eligible for LTC or similar concession from his employer, whether declaration has been given that he/she will not claim LTC himself /herself and family, from his/her office.			

Signature of the Official

Name: _____

Designation: _____

DECLARATIONS

I _____ hereby certify that the above particulars furnished by me are true and correct.

I also undertake the 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 alter the place of visit mentioned in the application without obtaining prior approval of the competent authority.

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 advance.

I also agree to credit forthwith to the office any excess amount of advance left with me for any reasons what so ever.

I also produce the 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 lump sum 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 lump sum 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 the journey.

I am 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 week-end holidays / other holidays. RH alone.

Signature of the Official

Name: _____

Designation: _____

FOR OFFICE USE ONLY

CALCULATION SHEET FOR DETERMINING THE AMOUNT OF LTC ADVANCE

1.	Rail fare to and fro by the entitled class by which the official propose to travel , whichever is less.	
2.	Number of tickets for the entitled persons from whom the advance is applied	
3	Amount reimbursable to the official [1 x]	
4.	Amount of advance admissible [90% x]	

The Official has applied CL / EL as at Column 9 and the same has been sanctioned.

Checked by
OS / UDC

Principal