

Form - A [to be submitted in duplicate]

**Office of the Chairman
Hall Management Centre
Indian Institute of Technology Kharagpur**

Home Town LTC
All India LTC

Block year: _____

Request for advance of Travel Cost Under L.T.C. Rule

1. Name : _____
2. Emp.Code No. _____ Designation _____
3. Hall : _____
4. Basic pay : Rs _____ 5. Place of visit : _____
6. Period of Leave : _____
7. Nearest Railway Station / Air port : _____
8. Date of commencement of journey _____
9. Proposed date of return journey : _____
10. Proposed mode of journey: By Rail/Ship / Air / Bus or any other: _____
11. Class of accommodation entitled to Air / Railways / Ship / Bus : _____
12. Single one way fare by the entitled class of accommodation : _____
13. Date of last outward journey [with block year] : _____
14. Date of retirement (on superannuation) : _____
15. The details of family members to accompany (including self) : _____

Sl. No	Name	Completed age	Relationship
01.			
02.			
03.			
04.			
05.			
06.			

I hereby undertake that I shall abide by the Institute Rules for receiving the LTC advance and that I shall refund the entire amount or Institute shall recover the advance in full from my salary in case of failure to fulfill the requirement as circulated by the Institute from time to time. I also undertake that I shall show Railway / Bus tickets to the Warden of the Hall before commencement of journey.

Signature of the Warden / Assistant Warden
[with date]

Signature of the Employee
[with date]

- N .8. 1. Declaration Form B is to be submitted alongwith this application form.
2. Advance to a temporary employee will be granted upon his production of SURETY from a permanent employee.

FOR OFFICE USE

The proposed journey is admissible and falls under 2 years LTC / 4 years LTC within the block to
from _____ to _____

Certified that an advance of ₹ _____ (Rupees _____
_____ only) under

Leave Travel Concession Rule may be sanctioned

Auditor, HMC

SANCTIONED AUTHORITY

Pay ₹ _____ (Rupees _____) _____ only)

A surety required since he is a temporary employee. Surety is not required, since he holds a permanent post in the Hall.

Chairman, HMC

Form B

**Office of the Chairman
Hall Management Committee
Indian Institute of Technology
Kharagpur**

TWO YEARS L.T.C. / FOUR YEARS L.T.C.

Declaration of the Employee while permissible for L.T.C. advance

I declare the following :-

- 1) I undertake that I shall travel along with members of family () adults and () minors by the entitled class in Rail or by the entitled class by Chartered busses on tour conducted by ITDC / State Tourism Development Corporations or Local Bodies would be permissible only if the tour is wholly conducted & operated by the above bodies in busses owned by them and registered with the Regional Transport Authorities in the name of ITDC / State Tourism Development Corporations or Local Bodies etc. for both by onward and return journeys under the LTC rules applied for.
- 2) I undertake to refund the entire amount of advance if drawn, in cash to the Hall in case the journey is not performed within one month from the date of drawl of the advance. If, I fail to do so, the Hall will be a liberty to stop my salary from the next month (s) and recover the amount of advance from my salary in full.
- 3) I undertake to refund the excess advance draw, if any, within seven days on completion of the Journey
- 4) I certify that the members of my family as detailed below for whom the L.T.C. is being claimed are covered under the definition of the term "FAMILY" as prescribed under L. T. C Rules.

S1.No.	Name	Completed age	Relationship
01			
02.			
03.			
04.			
05.			
06.			
07.			
08.			
09.			
10.			

- 5) I confirm and certify that for none of the family members as noted above, L.T.C. has been availed or by any relation of me from this Institute or any other source during the relevant block for which the concession is being claimed by me.
- 6) I certify that my wife / husband or other member(s) as noted at Sl. No. _____ of Para 4 above whom the L. T. C. is being claimed by me is an employee in _____ (Name of the Public Sector Undertaking / Corporation / Autonomous Body / Government Office etc.) which will not provide / will not prefer any claim in this behalf to her / his employer.

OR

Certified that my wife / husband or other member(s) noted as Sl. No. _____ of para 4 above for whom the L.T.C is being claimed by me is not employed in Public Sector Undertaking / Corporation / Autonomous Body / Government Office, etc. which provides L.T.C. facilities to its employees and their family.

- 7) I undertake to submit necessary Bills, Money Receipts and other documents as required under the Rules and Regulations of the Institute within 30 (thirty) days upon completion of the Journey. In case the particulars furnished by me or evidence submitted in the T.A. bill for the journey undertaken by me are found to be incorrect after drawal of L.T.C. Advance or even after adjustment of L.T.C. Advance, the whole amount of L.T.C, shall be recovered from my salary.

Station : _____

Date : _____

Signature of the employee (with date)

Name in full (Block letters) _____

EC _____ Designation _____

Hall : _____

- N.B. :- (1) Delete which is not applicable.
(2) To be submitted in duplicate

Form "C"**[To be submitted in duplicate along with T.A. Bill for LTC]****Home Town LTC /All India LTC For the block year 2006-07/2008-09/2006-2009****HALL MANAGEMENT CENTRE****IIT KHARAGPUR****APPLICATION FOR CLAIMING LEAVE TRAVEL CONCESSION**

1. Name in full :
2. (a) Designation : (b) Employee Code :
3. Date of joining the Institute Service :
4. Date of retirement on superannuation :
5. Home Town / Village as per declaration
(With nearest Railway station/Air Port) :
6. Place of visit ,other than Home Town, with
nearest Railway Station / Air Port :
7. When was the concession last availed of (date of outward journey) :
8. Nature and period of Leave during which the journey was performed :
9. Whether the Controlling Officer was informed on beforehand, if so, how ? :
10. Member(s) of the family (including self) with their respective relationship to the employee with completed age who are dependant and residing with the employee for whom concession is claimed :-

Sl. .No.	Name	Relationship	Completed Age
01.			
02.			
03.			
04			
05			
06			

11. Whether any part of the journey otherwise connected by rail was performed by Road / Steamer / any other mode:
12. Class of accommodation on Railway to which entitled: SL/AC-III/AC-II/AC-I
13. Particulars of travel cost with supporting money receipt and name of station or place between when journey was performed.

(A) OUTWARD JOURNEY : From _____ To _____

S1. No.	Name of Transport	Ticket/Money Receipt No.	Fare Rs.

=2=

(B) INWARD JOURNEY : From _____ To _____

S1. No.	Name of Transport	Ticket/Money Receipt No.	Fare Rs.

14. (a) The amount of advance taken, if any, :
Amount of Advance: Rs. _____ Bill No. _____ Dated _____
- (b) Details of refund, if any, Money Receipt No. _____ Dated, _____ Rs. _____
15. Failure to give advance intimation, Charge of destination etc., if any, for which permission is sought with reason thereof.
16. Certified that I have not submitted any other claim so far for LTC in respect of the place of Two Years from _____ to _____
17. Certified that I have already drawn T A for the LTC in respect of a journey performed by me/my spouse with _____ children none of whom traveled with the part on the early occasion.
18. The journey has been performed by me/by my spouse with children to the declared Home Town/
Place of visit, viz. _____
19. That my spouse is not employed in Government service . That my spouse is not employed in Government service or similar organization and the concession has not been availed of by him/her separately for himself/herself of any of the family members for the concerned block of Two years/Four Years.
20. Certified that I have already drawn T A for the LTC in respect of a journey performed by me in the year _____ in respect of Block year _____. This claim is in respect of the journey performed by me in the year _____. This is against the concession admissible once in every year in prescribed block for visiting Home Town all the members of my family are living away from my place of work.
21. In case the particulars furnished by me or evidence submitted in the TA Bill for the journey undertaken by me are found incorrect after drawal of LTC advance or after adjustment of LTC, the whole amount shall be recovered from my salary without prejudice to any other action as per rules.
22. Details of enclosures :

Signature of the employee (with date)

For Office Use Only

Necessary entries have been made in the Service Book. The claim relates to the block years From _____

To _____

The Family members to whom claim has been submitted is covered 'under LTC Rules. The entries in the claim overleaf from 1 to 9 are verified and found to be in order with the Personal Records. Necessary entries regarding LTC have been made in his Service Book at Page No. _____

The Bill may be processed after further verifications.

Warden

To
The Chairman
Hall Management Centre
IIT -Kharagpur

(FOR LTC/HTC)

**Office of the Chairman
Hall Management Committee
Indian Institute of Technology Kharagpur**

DECLARATION OF FAMILY MEMBERS :

I do hereby declare the following. In case of any addition or alternation I will submit a fresh declaration again.

Sl. No.	My family members are	Name	Date of birth
1.	Wife / Husband		
2.	Unmarried daughter(s)	i) ii) iii) iv) v)	
3.	Son (s)	i) ii) iii) iv) v)	
4.	Parents : Father Mother		
5.	Unmarried Sister(s)	i) ii) iii)	

The family members shown above are residing with & wholly dependent with me and that their income from all sources including pension, temporary increase in pension including Dearness Relief on Pension or stipend etc. does not exceed Rs. 1500/- per month in each case.

Signature of the employee with date

Name of the employee :

Designation :

Hall to :

which attached to

Date :