

OFFICE OF THE ACCOUNTANT GENERAL (A&E), WEST BENGAL
TREASURY BUILDINGS, KOLKATA-700001

To
The Pr. Accountant General (A&E)
West Bengal, Kolkata-700001
The Deputy Accountant General (Admn.)
Treasury Building, Kolkata-700001

Subject: Application for advance of L.T.C/H.T.C for the Block
Year.....

Sir,

I beg to state that I intend to avail myself for L.T.C/ H.TC for the members of my family including myself/ excluding myself. Advance to the admissible extent may kindly be granted with a permission for same:-

1. Name of applicant & ID No:-
2. Designation and Basic Pay:-
3. Section to which attached:-
4. Whether completed one year of service:-
5. Date of journey and the date of return:-
6. Service Book No:-
7. Name(S) of the wholly dependent members of the family for whom L.T.C/H.T.C advance required. Age and relation whether employed, whether residing with the Govt. Servant, whether married to be furnished:-

SL.No	Name & Age	Relationship
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i)

ii)

iii)

iv)

v)

8. Name of the place to be visited.....

9. i) Exact railway/ air fare (single) in the entitled class/ class actually to be availed of the direct shortest route Rs.....

ii) Total railway/ air fare for the members of the family (both ways) Rs.....

iii) Fare for any other journey by a recognized public transport system playing regularly in the route Rs.....

iv) Total fare for the journey Rs.....

v) 80% of the above fare Rs.....

- I) I have not drawn any claim relating to LTC/HTC for myself or any member of my family for the block year in question.
- II) I am entitled/ not entitled to Home Town Concession
- III) I shall show the Railway/ Air Tickets with reservations tickets and enclosed reservation tickets both ways with the bill. I shall furnish Tickets No. and date of purchase and place of purchase on the remarks column. I shall enclose original bus/ train/air tickets & original boarding pass for air travel.
- IV) I shall refund the entire amount of advance forthwith in case of my failure to commence journey within 60 days after drawn of advance.
- V) I shall produce the money receipt/ tickets with ten days after drawl of advance failing which I shall refund the amount of advance forthwith.
- VI) Balance amount of advance (if any) after completion of journey will at once be refunded to the Admn-II Cash Counter.
- VII) Adjustment bill will be submitted within one month after completion of return journey.
- VIII) My husband/ wife is not employed in service in the office of.....
- IX) A certificate from the employer of my husband/ wife that he/ she is not entitled to any LTC claim or he/ she will not prefer any claim relating to LTC in his/her office in the form of joint declaration is attached herewith.

Residential address:-

Signature of the application
His leave will be sanctioned when applied for

Dated:-

Sr./ Accounts Officer

FOR OFFICIAL USE ONLY

Order of the Sanctioning authority:-

A.G/D.A.G(A) may kindly sanction an advance of L.T.C/H.T.C amounting in Rs.....(Rupees.....

.....) only to Shri/ Smt.....

for his proposed journey. Necessary provision in the current year Budget exists. He has not availed of L.T.C for Block Year

A.A.O/Admn

Sr. A.O/ Admm

D.A.G./ Admn