

APPLICATION FOR THE GRANT OF ADVANCE UNDER THE LEAVE TRAVEL CONCESSION

CIPET CORPORATE / CENTRE :

1. Name of the Official :
2. a). Designation :
- b). (Basic Pay + Grade Pay) :
3. a). Whether married or unmarried :
- b). If married, the office in which Husband / wife is employed :
4. Date of entry into service :
5. Section in which working :
6. Whether permanent :
7. Home Town as per declaration :
8. Name of the place to which journey is to be made :
9. Name (s) of persons performing the Journey in the case of family members
State name, age & relationship :
- | S. No. | Name | Age | Reln. |
|--------|------|-----|-------|
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10. Period of leave granted :
11. Probable date on which the leave is to commence :
12. Probable date of return to Head Quarters :
13. Block years for which the concession was Last availed
- a) Home Town :
- b). Any place in India :

14. If the self / members of the family has availed separately for this block, full details of the same may be furnished :

15. Block years against which the concession is proposed to be availed now

- a). Home Town :
- b). Any place in India :

16. Class / mode of accommodation by which the Journey is proposed to be performed :

17. Amount of advance required :

CERTIFICATE

a). I hereby affirm that all the particulars given above are true to the best of my knowledge and belief.

b). I certify that my son(s)/daughter(s)/father/mother/brother(s)/sister(s) mentioned above are residing with me and wholly dependent on me.

c). I undertake to refund in one lump the LTC advance granted to me in case the outward journey is not commenced within 60 days of the grant of the advance or cancellation of the journey.

d). I undertake to produce the tickets purchased for the journey within 10 days from the date of grant of advance failing which I undertake to refund the advance.

e). I undertake to submit the TA bill for the journeys performed within a month of the completion of the return journey along with necessary cash receipts for both the onward and return journeys.

f). In case any part or the whole amount of the advance not granted becomes recoverable from me, I undertake to refund the amount forthwith in one lump.

g). In the event of contradiction (Items A & B) and in the event of default (Items C,D,E & F) I undertake to pay the penal interest @ the rates applicable from time to time on the amount of advance drawn.

DATE :

SIGNATURE

Forwarded & Recommended by :