



INDIAN INSTITUTE OF PETROLEUM AND ENERGY
APPLICATION FOR APPROVAL & SANCTION FOR ADVANCE
LEAVE TRAVEL CONCESSION (LTC)

1	Name of the Employee				
2	Designation & Employee Code				
3	Department				
4	Date of entering the Central Govt. Service/ Date of Joining IIPE				
5	Pay Level & present Basic Pay				
6	Details of Leave sanctioned	Nature of Leave _____ No. of Days _____ From _____ to _____ Prefix : From _____ to _____ Suffix : From _____ to _____			
7	Whether spouse is employed, if yes whether entitled to LTC	Yes/ No			
8	Proposed dates of Journey		Date of Onward Journey	Date of Inward Journey	Mode of Travel
		Self			
		Family			
	Hometown as recorded in Service Book & Nearest Railway Station/ Airport				
9	Nature of LTC to be availed, Home Town/ Anywhere in India with Block Year				
10	Nearest Railway Station/ Airport of the Place of Visit				
11	Estimated fare of entitled class from the HQs to Place of Visit by shortest route (Proof need to be attached)				
Person(s) in respect of whom LTC is proposed to be availed					
12	Sl	Name	Age	Relation	Dependent (Yes/ No)
	(i)				
	(ii)				
	(iii)				
	(iv)				
	(v)				
13	Advance Required	Yes/ No			
14	Encashment of Earned Leave required	Yes/No _____ days			

If travelled by road, journey must be done through any Govt. Transport only

15. Total approximate cost of Travel : Rs _____
(for both onward & Return Journeys)
16. Amount of advance requested (90% of Total) : Rs. _____

Date: _____ Signature of the Applicant _____

DECLARATION

(i) I, hereby certify that the above particulars furnished by me are true and correct and any false statement shall make me liable for appropriate action under Rule 16 of CCS (LTC) Rules, 1988 and the relevant disciplinary rules.

(ii) It is declared that I or any of the family member for whom I wish to avail LTC has/ have not availed of the same before in the present block.

(iii) The family members for whom the LTC is being availed, are fully dependent on me.

(iv) I also undertake to refund the LTC advance in full immediately, in case of failure to perform the proposed journey for which advance has been taken.

(v) I also declare that I will not visit other than the place mentioned in the application without obtaining prior approval of the competent authority.

(vi) I also agree to produce evidence of purchase of tickets, etc, for myself/members of my family as the case maybe for my 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 drawl of my salary, together with the penal interest @2 % over and above the normal GPF interest.

(vii) 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 % over and above the normal GPF interest.

(viii) I am also aware that my claim will be forfeited, if I fail to submit the bill within 60 days from the date of completion of the journey.

(ix) That my spouse is not employed in government. That my Spouse is employed in Government Service and the concession has not been availed of by him/her separately for himself/herself or for any of the family members for the concerned block of two years.

(x) Certified that my wife/husband for whom Leave Travel Concession is claimed by me is employed in _____ (Name of the Public Sector Undertaking/Corporation/ Autonomous body etc.) which provides leave Travel Concession facilities but he/she has not preferred and will not prefer, any claim in this behalf from his/her employer.

(xi) Persons in respect of whom LTC is proposed to be availed are dependent on me.

(xii) I also agree to travel by Air / Rail / Road as per my entitlement and as per GoI LTC rules or specific rules as adopted by the Institute.

(xiii) I also agree to refund the excess advance drawn, if any, within 7 working days of completion of the journey.

(xiv) I also agree to submit necessary bills, money receipts and other documents* as required under the Rules and Regulations of the Institute within one month (where advance is drawn) / sixty days (where no advance is drawn), from the date of completion of the journey.

(xv) I will communicate to the competent authority about any change of declared place of visit or change of dates before the commencement of the journey.

(xvi) No changes are made in this approved format of the application form.

Signature of the Applicant _____

Forwarded please.

HoD

FOR USE BY THE ESTABLISHMENT SECTION

For fresh Recruit : Date of Joining IIPE _____

Otherwise date of joining Govt. Service _____ & Block Year _____

SI	Particulars	Last availed	Current LTC
1	Name of LTC (Home Town/ Anywhere in India – Place visited/ to be visited)		
2	Period (from _____ to _____)		
3	LTC for self/ family		
4	Period and nature of leave applied for and need to be sanctioned		
5	Home Town & Nearest Railway Station/ Airport to Home town as per service records		
6	Earned Leave encashment (No of days)		
7	Earned leave standing to his/her credit on _____ = _____ Balance EL after this encashment _____ Earned Leave encashment admissible : _____		

Estb. Section

FOR USE BY THE F&A DIVISION

From	To	Mode of Travel	No. of Fares	Single Fare	Amount

Total Rs. _____

Amount admissible (90% of above) equivalent to Rs. _____

(Rs. _____) towards LTC

Advance for Dr/Mr/ Ms. _____

The above amount may be debited to _____

Dealing Asst.

Supdt (Accts)

IA

Registrar/ DoFA/ Director

Payment made vide Cheque No. _____

Date of payment: _____