**C A P E X I L**

**VANIJYA BHAWAN, 3RD FLOOR, 1/1, WOOD STREET, KOLKATA – 700 016**

**(To be submitted in duplicate )**

**FORM**

**Application form for grant of L.T.C./H.T.C. Advance**

|  |  |  |
| --- | --- | --- |
| 01 | Name of the Employee |  |
| 02 | Designation |  |
| 03 | Date of Entering the Service |  |
| 04 | Present Basic Pay |  |
| 05 | Whether Permanent or temporary |  |
| 06 | Home Town as recorded in the Service Book |  |
| 07 | Whether Wife/Husband is Employed & if so whether entitled to L.T.C./H.T.C. |  |
| 08 | Whether the concession is to be availed for visiting Home Town and if so, block for which L.T.C. is to be availed |  |
| 09 | 1. If the concession is to visit “anywhere in India” the place to be visited |  |
|  | 1. Block for which to be availed |  |
| 10 | Single Rail Fare/Bus Fare from the head quarters to Home Town/place of visit by shortest route |  |
| 11 | Persons in respect of whom L.T.C. is proposed to be availed |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Sl.  No. | N a m e | A g e | Relationship |
| 01 |  |  |  |
| 02 |  |  |  |
| 03 |  |  |  |
| 04 |  |  |  |
| 05 |  |  |  |
| 06 |  |  |  |

|  |  |
| --- | --- |
| 12 | Amount of Advance required 90% Rs. |

Contd-2/-

::-(2)-::

I declare that the particulars furnished above are true and correct to the best of my knowledge. I undertake to produce the tickets for the outward journey within ten days of receipt of the advance.

In the event of cancellation of the journey or if I fail to produce the tickets within ten days of receipt of advance, I undertake to the entire advance in one lump sum.

|  |
| --- |
| D a t e : |

|  |
| --- |
| Signature |

**CHECK LIST ( For use in Office )**

1. Particulars in Col. 1 to 6 verified :
2. Amount entitled for reimbursement : Fare Rs……… X 2 X (No. of Tickets) = Rs.
3. Advance admissible (90% of amount in 2) :

Advance of Rs…………….. (Rupees :…………………………………………………………

May be sanctioned

OR

The advance is not admissible since

1. The official has not completed the minimum service.
2. The official has not utilized the earlier advance for the L.T.C./H.T.C., which was subsequently recovered with/without penal interest.

|  |
| --- |
| Dealing Clerk |

|  |
| --- |
| Deputy Director/Executive Officer |

Sanctioned an amount of Rs…………….. (Rupees ……………………………………………

………………………………………………….) as advance to Shri ……………………………..

……………………………………………………. For journey under L.T.C./H.T.C.

|  |
| --- |
| Executive Director / Director |