



INDIAN INSTITUTE OF PETROLEUM AND ENERGY

APPLICATION FOR LEAVE TRAVEL CONCESSION (LTC) ADVANCE

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					
		Self							
		Family							
9	Home Town as recorded in Service Book								
10	Nearest Railway Station/ Airport to Home Town								
11	Nature of LTC to be availed, Home Town/ Anywhere in India with Block Year								
12	If anywhere in India, the place to be visited with Near Airport								
13	Estimated fare of entitled class from the HQs to Home Town/ Place of Visit by shortest route (proof need to be attached)								
Person(s) in respect of whom LTC is proposed to be availed									
14	Sl	Name	Age	Relation	Dependent (Yes/ No)	Travelling Place			Mode of Travel
						From	To	Back (Yes/No)	
	(i)								
	(ii)								
	(iii)								
	(iv)								
(v)									

15	Advance Required	Yes/ No
16	Encashment of Earned Leave required	Yes/No _____ days

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

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

Date: _____ Signature of the Applicant _____

DECLARATION

- (i) I _____ hereby certify that the above particulars furnished by me are true and correct. I undertake to furnish the PNR No. of tickets within 10 days of drawl of advance.
- (ii) 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.
- (iii) I also declare that I will not visit other than the place mentioned in the application without obtaining prior approval of the competent authority.
- (iv) 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.
- (v) 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.
- (vi) 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.
- (vii) 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.
- (viii) 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.
- (ix) Persons in respect of whom LTC is proposed to be availed are dependent on me.
- (x) 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
- (xi) I also agree to refund the excess advance drawn, if any, within 7 working days of completion of the journey.
- (xii) 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.
- (xiii) 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.

Signature of the Applicant _____

Forwarded please.

HoD/ DIC

FOR USE BY THE ESTABLISHMENT SECTION

For fresh Recruit : Date of Joining IIPE _____

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

Sl	Particulars	Last availed	Current LTC
1	Name of LTC (Home Town/ Anywhere in India – Place 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	Earned Leave encashment (No of days)		
6	Earned leave standing to his/her credit on _____ = _____ Balance EL after this encashment _____ Earned Leave encashment admissible : _____		

May consider and approve the above LTC (Home Town/ Anywhere in India) and Leave encashment.

Dealing Clerk

OS

Deputy Registrar

FOR USE BY THE F&A DIVISION

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

Total Rs. _____

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

(Rs. _____) Debitable to

LTC Advance Dr/Mr/ Ms. _____

Accountant

FO

Deputy Registrar

Approved/ Not Approved

Registrar/ DOFA/ Director

Forward to F&A Division for payment