

NATIONAL WATER DEVELOPMENT AGENCY
Application for Advance of All India Leave Travel Concession

(Before filling up the application, Certificates on the reverse may be read thoroughly)

1. Name & Designation : _____

2. i) Basic Pay : _____
ii) Date of joining service : _____
iii) Date of joining this office : _____
If on deputaion from State
Govt./other Department,
Indicate the name of office : _____
iv) Whether parmanent / Quasi permanent : _____
v) If temporary, whether surety Bond from a permanent Govt. servant enclosed : _____
vi) Particulars of surety : _____

3. i) Home Town as declared under Min. of H.A. OM No. 43/1/55- Estt. (Part.II) Dt. 11.10.1956 : _____
ii) Nearest Railway Station : _____
iii) Place to be visited other than Home town : _____
iv) Distance from Headquarters by the shortest route with particulars of the route : _____
v) Intends to travel by Rail or by Chartered Bus/Hired Taxi : _____

4. Particulars of the concession last availed : _____
Month & Year during which availed : _____
Block of years of concession availed : _____

5. Block of years applicable for the present travel (if the present concession falls within the first year of prescribed block of two years but if the Govt. servants had availed himself of the concession during the prescribed block, whether he intends to avail of it, reckoning the second year of the previous block and first year of current block as a New Block for the present concession) : _____

ii) Probable date of commencement of the journey : _____

6. Member of the family including self with their relationship with the Govt. servants.

S. No.	Name	Relationship	Age
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In case concession-advance is applied on for self and/or family members it may be indicated whether they would travel together or in different groups.

7. i) Period and nature of leave during which the journey to and fro is intended to be performed : _____

ii) Date of leave application in which the intention to avail of the travel concession has been indicated : _____

8. i) Class of accommodation by which (a) entitled and (b) intends to travel : _____

ii) Fare for the actual class : _____

iii) Total fare with reference to S. No. 6 : _____

iv) Less fare for initial distance of 400 Kms. (If the advance applied for his home town) : _____

v) Advance required (90% of total fare) : _____

CERTIFICATE

Certified that :

1. Self and/or the members of my family will actually travel by the class of accommodation for which the advance is applied for.
2. The legitimate child or step child/parent/sister/minor brother who is reside with me and whose income from all source including pension (inclusive of temporary increase in pension and pension equivalent of DCRG benefits) does not exceed Rs. 1500/- p.m. are wholly dependent upon me.
3. I have applied for both outward and return journey of myself / member of my family and that the return journey will be completed within 90 days from the commencement of the outward journey, if later it becomes clear that the period of absence, is likely to exceed 3 months, I will refund one half of the advance taken.

4. In terms of Ministry of Home Affairs Circular, I hereby give an undertaking that I will produce the cash within 10 days of the receipt of advance, otherwise the entire advance will be refunded immediately.
5. shall refund the entire amount of advance if the outward journey is not commenced within 30 days / 60 days (if the cash receipt has been shown within 10 days) from the date of drawl of advance.
6. I shall refund the proportionate amount of advance if it is resulted due to change in number or fares, place to visit or in class of accommodation and I will intimate the Controlling officer of such change if any before commencement of the journey.
7. I shall submit the adjustment bill alongwith the copy of the challen for the unspent amount of advance if any, within 30 days from the date of completion of journey failing which I shall be liable for paying panel interest over and above normal rate of interest on LTC advance from the date of drawal of advance.
8. If I travel by chartered bus, I will produce copy of the bus permit, list of passengers in addition to cash receipt, indicating there in the registration number of the Bus/Taxi in which the journey actually performed, and a certificate from the travel agent/owner of the bus to the effect that the Govt. sevants/and/or members of his family has actually travelled by the vehicle bearing that number.

Encl. Surity (if attached)

Date :
Station :

Signature :
Name & Designation
Directorate.

Forwarded : The leave applied for by the officer/official is recommended for sanction.

Controlling Officer

Accounts officer/JAO/JA may please certify the amount of L.T.C. advance to be sanctioned.

Sanctioning officer

Accounts officer / JAO / JA, NWDA.