

**APPLICATION FORM FOR AVAILING OF L.T.C. / LTC ADVANCE**

1. Name of the Employee : \_\_\_\_\_
2. Designation & Department : \_\_\_\_\_
3. Date of entering the IGDTUW Service : \_\_\_\_\_
4. Basic Pay (a) Pay Band/Level in Pay Matrix : \_\_\_\_\_  
(b) Grade Pay : \_\_\_\_\_
5. Whether permanent or temporary : \_\_\_\_\_
6. Home-Town as recorded in the Service Book : \_\_\_\_\_  
:Distt. \_\_\_\_\_ State \_\_\_\_\_
7. a) Whether wife/husband is employed : \_\_\_\_\_  
b) If yes, Name & Address of the office : \_\_\_\_\_  
c) Whether he/she has availed LTC in the Current Block Year. Separately : Please attach certificate from his/her employer/  
undertaking regarding availing /not availing H.T./  
Anywhere in India LTC facility
8. a) Place to be visited : \_\_\_\_\_  
b) LTC required under : Home Town/Anywhere in India /special Scheme  
c) When was last LTC availed : \_\_\_\_\_
9. Nearest Railway Station/Airport : \_\_\_\_\_
10. a) Block Year : \_\_\_\_\_  
b) Tentative date of outward Journey and Return journey : \_\_\_\_\_
11. a) Single Rail Fare/Bus Fare from the Headquarters to Home Town/Place of visit by shortest route. : \_\_\_\_\_  
b) Entitled class : \_\_\_\_\_  
c) Distance in Kilometer : \_\_\_\_\_
12. Persons in respect of whom LTC is proposed to be availed.

S. No.	Name	Date of Birth	Age	Relationship	No. of Tickets

**Note: In all cases of air journey on LTC:**

1. All air tickets should be purchased of **economy class.**
2. All tickets are to be purchased directly from Air lines ( at Booking counters/Website of Airlines)or by utilizing the services of authorized Travel Agents i.e. **M/s Balmer Lawrie & Company, M/s Ashok Travels & tours/DTTDC** only and IRCTC ( to be extend IRCTC is authorized as per DoP & T O&M No. 31011/6/2002-Estt.(A) dt. 02.12.2009).
3. **Tickets purchased from private agents shall not be entertained.**

13. Total fare to and fro as No. 12 : \_\_\_\_\_

14. Amount of advance required : \_\_\_\_\_

I hereby declare that:-

1. I have not claimed any LTC for the block year other than IGDTUW for which I am submitting this application.
2. I undertake to produce the tickets for the outward journey, within 10(ten) days from the receipt of the advance, for verification.
3. In the event of the cancellation of the journey or if I fail to produce the tickets within ten(10) days of the receipt of advance, I undertake to refund the entire amount of advance in one lump sum.
4. I hereby undertake that in case, I fail to submit the adjustment bill of LTC advance within 30 days after the completion of return journey, the amount of LTC advance including the accrued interest thereon may be recovered in lump sum from my salary.

The particulars furnished above are true and correct to the best of my knowledge.

Signature \_\_\_\_\_  
Full Name \_\_\_\_\_  
Contact No. \_\_\_\_\_  
Department \_\_\_\_\_  
Date \_\_\_\_\_

Head of the Deptt./Instt.

Date: \_\_\_\_\_

---

PLEASE NOTE DOWN THE FOLLOWING RULES IN R/O LTC FACILITY:

1. In case where reservations made 125 days in case of journey by train, 65 days in case of journey by other modes of transport viz. air/sea/road before the proposed date of outward journey and advance is granted accordingly, he/she should produce the tickets within ten days of the drawal of advance, irrespective of the date of commencement of the journey. The final claim should be submitted within 30 days of the completion of return journey.
2. Where no advance is drawn, LTC claim shall stand forfeited, if the claim for reimbursement is not made within 2 months of the date succeeding the date of completion of the return journey.

Signature of Applicant \_\_\_\_\_  
Date: \_\_\_\_\_

Contd..3/-

**LEAVE TRAVEL CONCESSION SCHEME  
(DECLARATION)**

1. Name of the Official : \_\_\_\_\_
2. Date of appointment : \_\_\_\_\_
3. Designation : \_\_\_\_\_
4. Department : \_\_\_\_\_
5. Home Town : \_\_\_\_\_
  - a) Village : \_\_\_\_\_
  - b) Post Office : \_\_\_\_\_
  - c) District : \_\_\_\_\_
  - d) State : \_\_\_\_\_

6. I, hereby solemnly declare that the following family members are fully dependent upon me.

S.No	Name	Relation	Date of Birth	Age
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

I hereby declare that above particulars are true to the best of my knowledge.

Signature \_\_\_\_\_  
Full \_\_\_\_\_  
Designation \_\_\_\_\_  
Department \_\_\_\_\_

(Following undertaking (s) if applicable, are required to the furnished).

**UNDERTAKING**

1. I, \_\_\_\_\_ hereby undertake that \_\_\_\_\_  
\_\_\_\_\_ Who is fully depend on  
me And his/her income from all sources does not exceed Rs.9000/-p.m.
  
2. I, \_\_\_\_\_ hereby undertake that my father/mother /sister  
namely \_\_\_\_\_ is/are fully dependent on  
me. His/her/ their income from all sources does not exceed Rs. 9000/- p.m.

**Signature** \_\_\_\_\_

**Name** \_\_\_\_\_

**Designation** \_\_\_\_\_

**Deptt.** \_\_\_\_\_

**No. 31011/7/2013-Estt.(A-IV)**  
**Department of Personnel and Training**  
**Establishment (A-IV)**

\*\*\*

Dated: 26<sup>th</sup> September, 2014  
North Block, New Delhi

**Frequently Asked Questions (FAQs) on LTC entitlements of a Fresh Recruit**

The 6<sup>th</sup> CPC had recommended that "Fresh Recruits" to the Central Government may be allowed to travel to their Home Town along with their families on three occasions in a block of four years and to any place in India on the fourth occasion. This was accepted by the Government and orders were issued vide DoPT O.M. No. 31011/4/2008-Estt.(A) dated 23<sup>rd</sup> September, 2008.

2. This Department receives a number of references seeking clarifications from various Ministry/ Departments about the year wise LTC entitlements of Fresh Recruits. Based on the same, a set of frequently asked questions have been answered as under:

**Question 1. What are the LTC entitlements of a Fresh Recruit?**

**Answer:** Fresh recruits to the Central Government are allowed to travel to their home town along with their families on three occasions in a block of four years and to any place in India on the fourth occasion. This facility shall be available to the fresh recruits only for the first two blocks of four years applicable after joining the Government for the first time.

**Question 2. How are the two blocks of four years applied to the Fresh Recruit?**

**Answer:** The first two blocks of four years shall apply with reference to the initial date of joining the Government service even though the Govt. servant may change the job within the Government subsequently. However, as per Rule 7 of CCS (LTC) Rules, 1988, the LTC entitlement of a fresh recruit will be calculated calendar year wise with effect from the date of completion of one year of regular service.

**Question 3. Are the LTC blocks of four years in respect of Fresh Recruits same as the regular blocks like 2010-13, 2014-17?**

**Answer:** No. The first two blocks of four years of fresh recruits will be personal to them. On completion of eight years of LTC, they will be treated at par with other regular LTC beneficiaries as per the prescribed blocks like 2014-17, 2018-21 etc.

**Question 4. If a fresh recruit does not avail LTC facility in a particular year, can he/ she avail it in the next year?**

**Answer:** No. Carryover of LTC to the next year is not allowed in case of a fresh recruit as he is already entitled to every year LTC. Hence, if a fresh recruit does not avail of the LTC facility in any year, his LTC will deem to have lapsed with the end of that year.

From pre-page:

**Question 5. How will the LTC entitlements of a Fresh Recruit be exercised after the completion of eight years of service?**

**Answer:** (a) After the completion of eight years of service, when the next LTC cycle of fresh recruit coincides with the beginning of the second two year block (eg. 2016-17) of the running four year block (2014-17), he will be eligible only for 'Home Town' LTC if he/she has availed 'Any Place in India' LTC in the eighth year. Cases, where the new LTC cycle of fresh recruit coincides with the second year of the running two year block (ex. 2017 of 2016-2017), he will not be eligible for LTC in that year. Refer illustrations 1 & 3 for further explanation.

(b) At the end of the eighth year of LTC, when the new LTC cycle of a fresh recruit coincides with the beginning of a regular four year block, his entitlement in the regular block will be exercised as per the usual LTC Rules. Refer illustration 2.

**Question 6. How will the LTC entitlement computed in case of a fresh recruit joining the service on 31<sup>st</sup> December of any year?**

**Answer:** A fresh recruit who joins the Government service on 31<sup>st</sup> December of any year, will be eligible for LTC w.e.f. 31<sup>st</sup> December of next year. Since, 31<sup>st</sup> December is the last date of a calendar year, his first occasion of LTC ends with that year. Hence, he may avail his first Home Town LTC on the last day of that year. From next year onwards he would be eligible for the remaining seven LTCs. Refer illustration 3.

**Question 7. How will the entitlements of a fresh recruit be computed who has joined the Govt. service before 01.09.2008?**

**Answer:** A fresh recruit who has joined Government service before 01.09.2008 (i.e before the introduction of this scheme) and has not completed his first eight years of service as on 01.09.2008 will be eligible for this concession for the remaining time-period till the completion of first eight years of his/ her service. Refer illustration 4.

**Question 8. Can a fresh recruit whose Home Town and Headquarters are same, avail LTC to Home Town?**

**Answer:** No. A fresh recruit whose Home Town and Headquarters are same, cannot avail LTC to Home Town. He may avail LTC to any place in India on the fourth and eighth occasion only. As per Rule 8 of CCS (LTC) Rules, 1988, LTC to Home Town shall be admissible irrespective of the distance between the Headquarters of the Govt. servant and his Home Town which implies that Headquarters and Home Town should be at different places.

10/11

(B. Bandyopadhyay)  
Under Secretary to the Govt. of India  
Ph. (011) 23040341

### Illustrations

**Illustration 1:**

An employee joins the Government service on 1<sup>st</sup> September, 2008. As per the CCS (LTC) Rules, he will become eligible for LTC with effect from 1<sup>st</sup> September, 2009 (i.e. after the completion of one year of regular service). His entitlement for Home Town / All India would be as under:

Year of LTC	Type of LTC	LTC Occasion
01.09.2008 – 31.08.2009	Nil	--
01.09.2009 – 31.12.2009	Home Town	1 <sup>st</sup>
01.01.2010 – 31.12.2010	Home Town	2 <sup>nd</sup>
01.01.2011 – 31.12.2011	Home Town	3 <sup>rd</sup>
01.01.2012 – 31.12.2012	Any Place in India	4 <sup>th</sup>
01.01.2013 – 31.12.2013	Home Town	5 <sup>th</sup>
01.01.2014 – 31.12.2014	Home Town	6 <sup>th</sup>
01.01.2015 – 31.12.2015	Home Town	7 <sup>th</sup>
01.01.2016 – 31.12.2016	Any Place in India	8 <sup>th</sup>
01.01.2017 – 31.12.2017	Nil	--
01.01.2018 – 31.12.2021	New LTC Block	

Running Block

{

} First block of 4 yrs

} Second block of 4 yrs

**Explanations:**

- (i) After the completion of the first eight years, when the fresh recruit gets into the middle of the running regular block of four calendar years (ex. 2014-2017) where the new LTC cycle of fresh recruit coincides with the second year of the running two year block (ex. 2017 of 2016-2017), he will not be eligible for LTC in that year (i.e. 2017).
- (ii) It can be seen from above that LTC entitlement for a fresh recruit is calculated calendar year wise with effect from the date of completion of one year of regular service.

*From pre-page:*

**Illustration 2:**

An employee joins the Government service on 1<sup>st</sup> January, 2009. As per the CCS (LTC) Rules, he will become eligible for LTC with effect from 1<sup>st</sup> January, 2010 (i.e. after the completion of one year of regular service). His entitlement for Home Town / All India LTC would be as under:

Year of LTC	Type of LTC	LTC Occasion
01.01.2009 – 31.12.2009	Nil	--
01.01.2010 – 31.12.2010	Home Town	1 <sup>st</sup>
01.01.2011 – 31.12.2011	Home Town	2 <sup>nd</sup>
01.01.2012 – 31.12.2012	Home Town	3 <sup>rd</sup>
01.01.2013 – 31.12.2013	Any Place in India	4 <sup>th</sup>
01.01.2014 – 31.12.2014	Home Town	5 <sup>th</sup>
01.01.2015 – 31.12.2015	Home Town	6 <sup>th</sup>
01.01.2016 – 31.12.2016	Home Town	7 <sup>th</sup>
01.01.2017 – 31.12.2017	Any Place in India	8 <sup>th</sup>
01.01.2018 – 31.12.2021	New LTC Block	--

**Explanations:**

- (i) At the end of the eighth year of LTC, when the new LTC cycle of a fresh recruit coincides with the beginning of a regular four year block, his entitlement in the regular block will be exercised as per the usual LTC Rules.

*From pre-page:*

**Illustration 3:**

An employee joins the Government service on 31<sup>st</sup> December, 2011. As per the CCS (LTC) Rules, he will become eligible for LTC with effect from 31<sup>st</sup> December, 2012 (i.e. after completion of one year of regular service). His entitlement for Home Town / All India LTC would be as under:

Year of LTC	Type of LTC	LTC Occasion
31.01.2011 - 30.12.2012	Nil	--
31.12.2012	Home Town	1 <sup>st</sup>
01.01.2013 - 31.12.2013	Home Town	2 <sup>nd</sup>
01.01.2014 - 31.12.2014	Home Town	3 <sup>rd</sup>
01.01.2015 - 31.12.2015	Any Place in India	4 <sup>th</sup>
01.01.2016 - 31.12.2016	Home Town	5 <sup>th</sup>
01.01.2017 - 31.12.2017	Home Town	6 <sup>th</sup>
01.01.2018 - 31.12.2018	Home Town	7 <sup>th</sup>
01.01.2019 - 31.12.2019	Any Place in India	8 <sup>th</sup>
01.01.2020 - 31.12.2021	Home Town	--
01.01.2022 - 31.12.2025	New LTC Block	--

Running Block  
(2018-2021)

**Explanations:**

- (i) A fresh recruit who joins on 31<sup>st</sup> December of any year, will be eligible for LTC w.e.f. 31<sup>st</sup> December of next year. Since, 31<sup>st</sup> December is the last date of that calendar year, his first occasion of LTC ends with that year. Hence, he may avail his first home town LTC on that day only (eg. 31<sup>st</sup> December, 2012). From next year onwards he will be eligible for the remaining seven LTCs.
- (ii) After the completion of eight years of service, when the next LTC cycle of fresh recruit coincides with the beginning of the second two year block (eg. 2020-21) of the running four year block (2018-21), he will be eligible only for the 'Home Town' LTC in that block if he has availed of 'Any Place in India' LTC in the eighth year. In case, the fresh recruit forgoes his eighth year LTC, then he has a choice to avail either 'Any Place in India' or 'Home Town' LTC in the following two year block (i.e. in 2020-21).

From pre-page:

**Illustration 4:**

An employee joins the Government service on 10<sup>th</sup> May, 2006. As per the CCS (LTC) Rules, he will become eligible for LTC with effect from 10<sup>th</sup> May, 2007 (i.e. after the completion of one year of regular service). His entitlement for Home Town / All India LTC would be as under:

Year of LTC	Type of LTC	LTC Occasion
10.05.2006 – 09.05.2007	Nil	--
10.05.2007 – 31.12.2007	Home Town/ Any Place in India	1 <sup>st</sup>
01.01.2008 – 31.12.2008	Home Town	2 <sup>nd</sup>
01.01.2009 – 31.12.2009	Home Town	3 <sup>rd</sup>
01.01.2010 – 31.12.2010	Any Place in India	4 <sup>th</sup>
01.01.2011 – 31.12.2011	Home Town	5 <sup>th</sup>
01.01.2012 – 31.12.2012	Home Town	6 <sup>th</sup>
01.01.2013 – 31.12.2013	Home Town	7 <sup>th</sup>
01.01.2014 – 31.12.2014	Any Place in India	8 <sup>th</sup>
01.01.2015 – 31.12.2015	Nil	--
01.01.2016 – 31.12.2017	Home Town	--

**Explanation**

A fresh recruit who has joined the Government service before 01.09.2008 (i.e before the introduction of this scheme) and has not completed his first eight years of service as on 01.09.2008 will be eligible for this concession for the remaining time-period till the completion of first eight years of his/ her service.