



CRWC Leave Travel Concession Rules, 2012

Central Railside Warehouse Company Ltd.
A Govt. of India Enterprise
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Central Railside Warehouse Company Ltd.

Leave Travel Concession Rules, 2012

1.0 Title and commencement

- 1.1 These rules shall be called 'Leave Travel Concession Rules, 2012' for the employees of the Company.
- 1.2 These Rules shall come into force with effect from the date of notification.

2.0 Application & scope

2.1 These rules shall apply to –

- (a) All regular employees, who have completed one year of continuous service in the Company as on the date of journey to be performed by him or his family;
- (b) The employees from Central / State Government and other Public Sector Undertakings / Autonomous bodies (excluding Railway employees) working in the Company on deputation/ Foreign Service terms. They shall have an option to choose the concession under the rules of their parent organization or that admissible to the employees of equal status of the Company, whichever may be more favourable to them. Option once exercised by each individual shall be final. This is subject to the condition that they had not already availed the concession during the particular block before deputation. The cost of concession availed by them during their tenure with CRWC shall be borne by the Company;
- (c) Those who are re-employed after their retirement, as provided in Rule

2.2 These rules shall not apply to –

- (a) The persons engaged on casual or daily rated basis;
- (b) The person engaged on contract basis and whose terms and conditions of service are governed by the contract;
- (c) The persons who are not in whole-time employment;
- (d) The persons whose services have been outsourced through an agency;
- (e) Apprentices recruited under the Apprentices Act.
- (f) Railway employees, who are entitled to 'railway privilege passes'; and,
- (g) The persons, who are eligible to any other form of free travel concession, like spouses of employees of Indian Railways and various National / International Airlines.

2.3 Scope:

The leave travel concession shall cover the employees of the Company themselves and the members of their families.

3.0 Object

- 3.1 The object of the scheme detailed in these rules is to provide, as a measure of welfare, financial assistance to the employees of the Company in meeting with the expenses of travel with their families away from their Headquarters to their home town or any other place within the territory of India and back to their place of work/residence subject to the conditions as laid down in these rules.

4.0 Definitions

For the purpose of these rules, unless there is anything repugnant in the statement or context, the words used shall be defined as follows :-

- 4.1 "Company" means Central Railside Warehouse Company Ltd. and it includes its Corporate office, various Zonal / Regional offices, Project offices, or Field units functioning under its administrative control in any part of the country or abroad.
- 4.2 "Board" means the Board of Directors of the Company.
- 4.3 "Managing Director" means Managing Director of the Company.
- 4.4 "Management" means the Board of Directors and if authorized by the Board, the Managing Director or any other Executive of the Company so authorized.
- 4.5 "Competent Authority" with reference to the exercise of any powers under the rules means the Authority to whom such powers are delegated by the management either in general or in particular.
- 4.6 "Employee" means a person employed in the regular establishment of the Company, who has completed one year of continuous service in the Company on the date of commencement of the journey. In case of a departmental trainee who, in continuation of training, is confirmed in a regular post, the whole period of training followed by the regular service shall be treated as continuous one and shall count for the purposes of these rules.
- 4.7 "Family" means: -
- (a) An employee's wife or husband, as the case may be, and two surviving unmarried children or step children wholly dependent upon the employee, irrespective of whether they are residing with the employee or not;
 - (b) Married daughters who have been divorced or separated from their husbands and widowed daughters, and are residing with the employee and are wholly dependent on him;
 - (c) Parents and / or step mother residing with and wholly dependent upon the employee;
 - (d) Un-married minor brothers as well as unmarried, divorced, separated from their husbands or widowed sisters residing with and wholly dependent on the employee, provided their parents are either not alive or are themselves wholly dependent on the employee concerned.

Explanations:-

1. The restriction of the concession to only two surviving children or step children shall not be applicable in respect of (i) those employees who already have more than two children prior to the issue of these orders; (ii) children born within one year of the coming into force of this restriction; (iii) where the number of children exceeds two as a result of second child birth resulting in multiple births.
2. Not more than one wife is included in the term 'family' for the purpose of these rules.
3. An adopted child shall be considered to be a legitimate child, if under the personal law applicable to the employee, adoption is legally recognized as conferring on it the status of a natural child.
4. Children (whether legitimate or step or adopted) who are studying in educational institutions at a place other than the headquarters of the employee and stay elsewhere (other than the residence of the employee) but come and stay at the employee's residence during vacations etc. will be deemed as residing with the employee for purpose of these rules. The concession in their case shall, however, be restricted to the actual distance traveled or the distance between the headquarters/place of posting of the employee and the hometown / place of visit, whichever is less.
5. Children of divorced, separated from their husbands or widowed sisters are not included in the term "Family".
6. Legitimate children / step-children / parents / step-mother/ unmarried, divorced or separated from their husbands or widowed sisters / minor brothers, who resides with the employee may be deemed to be wholly dependent on the employee, provided their income from all sources, including stipend, scholarship in case of a student member of the family, and/or pension (inclusive of temporary increase in pension but excluding dearness relief) does not exceed Rs.6000 per month.
However, the condition of dependency is not applicable on the husband and wife.

4.8 "Pay" means basic pay including stagnation increment.

4.9 "Hometown" means the town, village or any other place declared as such by the employee concerned at the time of his appointment in the Company and accepted by the competent authority. The Hometown once declared shall be treated as final.

In exceptional circumstances, the Managing Director may authorize a change in such declaration, provided that such a change shall not be made more than once during the entire service of an employee. The criteria as mentioned in CCS (LTC) Rules, 1988 may be applied to determine whether the request of an employee for this purpose may be accepted.

- 4.10 "Any place in India" shall cover any place within the territory of India, whether it is on the mainland or overseas, i.e., Andaman & Nicobar Group of Islands and the Lakshadweep Group of Islands, etc., including the 'Home town' of the employee concerned.
- 4.11 The term "Shortest direct route" shall have the same meaning as mentioned in "Traveling Allowance Rules" for the employees of the Company. An employee or his family, may travel by any route or halt anywhere on the way but the assistance under this scheme shall be limited to the fare by the shortest route calculated on a through ticket basis.
- 4.12 "Headquarters" means the normal place of duty of the employee at the time of the outward journey.
- 4.13 Block" means a group of two consecutive calendar years, starting from the calendar year commencing with the 1st of January of the 1st calendar year and ending on 31st of December of the 2nd calendar year. In CRWC, the first block of 2 years commenced from 2010-11.
- 4.14 In case of the female employees, the words "he", "him", and "his" wherever appearing in these rules, may be read as "she", "her" and "her" respectively.

5.0 Types of Leave Travel Concessions:

5.1 Home Town Concession:

The leave travel concession to home town shall be admissible irrespective of the distance between the headquarters of the employee and his home town, once in a block of two calendar years, such as 2010-2011, 2012-2013, and so on.

5.2 Concession for travel to 'Anywhere in India':

The leave travel concession to any place in India shall be admissible irrespective of the distance of the place of his visit from the headquarters of the employee, once in a block of four calendar years, such as 2010-2011, and so on.

Provided that in the case of an employee to whom leave travel concession to home town is admissible, the leave travel concession to any place in India availed of by him shall be in lieu of, and adjusted against, the leave travel concession to home town available to him at the time of commencement of the journey;

Clarification Note: An employee can avail two concessions during the block years of 2010-2013, i.e., one for 2010-2011 block and second for 2012-2013 block. Of these two concessions, he can avail –

- (i) Both of them to home town; or
- (ii) First block to home town and second to anywhere in India; or
- (iii) First block to anywhere in India and the second block to home town.

5.3 An employee (may be married or unmarried), whose family lives away from him at his home town, may, in lieu of all concessions under this scheme, including the leave travel concession to visit any place in India once in a block of four years which would otherwise be admissible to him and his family, choose to avail of leave travel concession for self only to visit the home town every year.

6.0 Counting of leave travel concession against particular blocks:

6.1 An employee and members of his family availing of leave travel concession may travel in different groups at different times during a block of two or four years, as the case may be. The concession so availed of shall be counted against the block of two years or four years within which the outward journey commenced, even if the return journey was performed after the expiry of the block of two years or four years.

7.0 Carry forward of leave travel concession:

7.1 An employee, who is unable to avail the leave travel concession within a particular block of two years or four years, may avail of the same within the first year of the next block of two years or four years. If an employee is entitled to leave travel concession to hometown, he can carry forward the leave travel concession to any place in India for a block of four years only if he has carried forward the leave travel concession to hometown in respect of the second block of two years within the block of four years.

8.0 Declaration of place of visit under leave travel concession to any place in India:

8.1 When the concession to visit any place in India is proposed to be availed of by an employee or any member of the family of such employee, the intended place of visit shall be declared by the employee in advance to the controlling officer. The declared place of visit may be changed before the commencement of the journey with the approval of his controlling officer but it may not be changed after the commencement of the journey except in exceptional circumstances where it is established that the request for change could not be made before the commencement of the journey and the employee himself or a member of his family could not visit the declared destination owing to circumstances beyond his control.

8.2 An employee and members of his family may visit different places of their choice during a block of four years independently in any number of batches. The return of each group must be completed within six months from the commencement of that group's outward journey.

It shall not be necessary for members of family of an employee to visit the same place as that visited by the employee himself at any time earlier during the same block.

9.0 Entitlement of journeys:

9.1 The entitlement of employees to travel by various modes of transport, viz, train, bus, taxi, steamer etc. under the scheme of leave travel concession shall be the same as their travel entitlement for the purpose of official tours.

9.2 Employee shall furnish either a copy of the rail ticket (s), or the PNR No. and the ticket No., in case the journey is undertaken by the train, and /or fare receipts/fare tickets, in case the journey is undertaken by a transport other than train.

9.3 Journeys by the chartered buses shall be admissible for LTC only in those cases where the tour is conducted by the ITDC / State Tourism Development Corporations. Journeys undertaken in a private car or a chartered bus, van, or other vehicles owned by private operators shall, however, not be admissible.

10.0 LTC is not admissible on resignation: The concession shall not be admissible to an employee who proceeds on regular leave and then resigns his post without returning to duty.

11.0 LTC to employees under suspension: An employee under suspension cannot avail of LTC as he cannot be sanctioned any leave during the period of suspension. However, members of his family shall continue to be entitled to LTC, as he continues to be in service during the period of suspension.

12.0 Entitlement of LTC in special cases:

12.1 If both husband and wife are Company employees -

- (a) They can declare separate home towns independently;
- (b) They can claim LTC for their respective families, viz., while the husband can claim for his parents/minor brothers/sisters, the wife can claim for her parents/minor brothers/sisters;
- (c) The children can claim the concession as members of family of any one of the parents in a particular block;
- (d) The husband or wife, who avails LTC as a member of the family of the spouse, cannot claim independently for self.
- (e) The facility of LTC shall be available to only one of them as per their option.

12.2 When the spouse of an employee is employed in any Public Sector Undertaking / Company / Autonomous Body or a Local Body or Central / State Government where LTC facilities are available:

The spouse of an employee, who is working in a PSU/Company/ Autonomous Body/ or a Local Body or Central / State Government where LTC facilities are available, shall be entitled to avail the facility of LTC from CRWC, provided he is not availing such facility from his employer. A joint declaration as in Annexure-2 shall be given by the employees to their respective employers.

12.3 LTC facility in respect of outward journey in the following type of cases shall be admissible: -

- (a) A dependent son / daughter getting employment or getting married after going to hometown or remaining there for pursuance of studies.
- (b) The family having performed the journey to home town have no intention of completing the return journey from home town, provided the employee foregoes in writing the concession in respect of the return journey if performed by the family members at a subsequent date.

12.4 LTC facility in respect of the return journey shall be admissible in the following type of cases:

- (a) A newly married husband/wife coming from home town to headquarters station or a husband/wife, who has been living long at home town and did not avail of the LTC in respect of outward journey.
- (b) A dependent son/daughter returning with parents or coming alone from home town where he has been prosecuting studies or living with grandparents etc.
- (c) A child, who was previously below five years of age but has completed five at the time of return journey.
- (d) A child, who is legally adopted by an employee while staying in the home town.

13.0 Other conditions of reimbursement / entitlement

- 13.1 An employee shall be entitled to claim full reimbursement of actual cost of travel from the headquarters or the station of tour at any other place in India (with prior permission) to home town and back by the shortest route for himself and the members of his family limited to the total fare for each of them by the class to which the employee is entitled to travel as per entitlement in L.T.C. Rules.
- 13.2 An employee will be entitled to claim full reimbursement of actual cost of travel for himself and the members of his family from the headquarters or the station of tour at any other place in India (with prior permission) to any place in India by shortest route.
- 13.3 If the employee travels one way of journey by a class higher than his entitlement and the other way of journey in a class lower than his entitlement, he will be given reimbursement for the entitled class for outward journey and by lower class for the return journey.
- 13.4 Where an employee performs part of the journey by II class (say first 300 Kms) and rest by 1st class (further 1200 Kms.) as per his entitlement, the reimbursement will be restricted to 1500 Kms., subject to actual expenses incurred within his entitlement, i.e. it will be restricted to 300 Kms. by II class and the rest 1200 Kms. as per entitlement.
- 13.5 In the case of broken journey by rail and by other means of transport such as steamer, bus, etc., reimbursement will be limited to the rail fare by entitled class where the places are connected by rail.
- 13.6 Where the employee and his family are located at different places, the LTC can be availed from their respective places of residence.
- 13.7 In respect of a journey for which concessional fare is availed of, entitlement shall be determined on the basis of such fare.
- 13.8 The LTC can be availed by the employees during leave of any kind including casual leave/special casual leave / leave without pay; but it cannot be availed during the week-end or any other period of holidays alone.

13.9 Reimbursement shall not cover incidental expenses and expenditure incurred on local journeys.

14.0 Leave Travel Concession to Re-employed employees:

14.1 In the case of persons re-employed, immediately after retirement without any break, the period of re-employed service shall be treated as continuous with the previous service for the purpose of leave travel concession and the concession allowed for the re-employed period, provided that the leave travel concession would have been admissible to the re-employed employee had he not retired but had continued as a serving employee.

14.2 In the case of other re-employed persons, not covered by the above clause, the leave travel concession shall be admissible on completion of one year continuous service in the Company and provided that it is certified by the appropriate administrative authority that the employee concerned is likely to continue to serve the Company for a period of at least two years in the case of LTC to home town, and, at least four years in the case of LTC to any place in India to be reckoned from the date of his joining the post in the Company.

14.3 If an employee has availed of the concession to visit any place in India in respect of a block of four years before his retirement and he is re-employed without any break, he cannot avail this concession till the expiry of the particular block of four years.

15.0 Leave Travel Concession to India-based staff serving abroad

15.1 Eligibility of LTC to Company's employees serving abroad shall be as follows:-

- (i) Employees coming on home leave and going back to their old posts on the expiry of their leave:

The Port of disembarkation in India on the approved route shall be reckoned as the starting point for the commencement of the leave travel concession to the home town or any place in India and back and the reimbursement allowed at par with that admissible to employees serving in India.

- (ii) Employees coming on home-leave-cum-transfer to a post in India:

The journey shall be performed from the Port of disembarkation in India to the new headquarters via, the home town. The employee shall be allowed as his minimum entitlement transfer TA under TA Rules of the Company as modified from time to time. He may be allowed, in addition, LTC to the extent the distance from the Port of disembarkation to home town and from home town to the new headquarters exceeds the distance for which transfer TA is admissible.

16.0 Forfeiture of claim:

16.1 A claim for reimbursement of expenditure incurred on journey under leave travel concession shall be submitted within three months after completion of the return journey, if no advance had been drawn. The claim shall be preferred on form at Annexure-3. Failure to do so will entail forfeiture of the claim.

17.0 Grant of advance and adjustment thereof:

- 17.1 Advance may be granted to employees to enable them to avail themselves of the concession. The amount of such advance shall be limited to 90% of the estimated amount reimbursable under these rules in respect of cost of both forward and return journeys. Claim for LTC advance will be submitted in the form given in Annexure-4.
- 17.2 If the family travels separately from the employee, the advance may also be drawn separately to the extent admissible. Separate advances drawn for different batches may be adjusted by separate claims. A consolidated advance would, however, be adjusted in a single bill.
- 17.3 The employee should produce the railway tickets for outward journey to the competent authority within ten days of the drawal of advance, irrespective of the date of commencement of journey. This is required to show that he has actually utilized the amount of advance to purchase the rail journey tickets.
- 17.4 Advance will have to be refunded forthwith, if the outward journey is not commenced within 90 days of the grant of advance.
- 17.5 Where an advance is taken by an employee, the claim for reimbursement of the expenditure incurred on the journey shall be submitted within one month of the completion of the return journey. On an employee's failure to do so, he shall be required to refund the entire amount of advance forthwith in one lump sum. No request for recovery of advance in installments shall be entertained. In addition, penal rate of interest (i.e. @ 2% over the interest rate allowed on the Provident Fund balances) shall be levied on the entire amount of advance from the date it was drawn to the date of recovery of amount.

18.0 Encashment of leave travel concession to visit 'Any place in India':

- 18.1 An employee shall have the option to en-cash the LTC meant for 'Anywhere in India' once in a block of four years as at Rule 5.2 above, by not availing the same otherwise. The LTC encashment shall be effective for the Block of 2010-2013 and so on.
- 18.2 Encashment of LTC meant for 'Anywhere in India' shall be 100% of the Rail fare by the entitled class in a train, subject to a maximum of 2000 kms. each way **in a block of four (4) years**. For this purpose, family is restricted to the employee, his spouse and children subject to a limit of four full tickets.
- 18.3 The amount of encashment paid to an employee shall count for all purposes in the financial year in which it is actually paid. It shall also be subject to tax deductions under the provisions of the Income Tax Act, 1961.
- 18.4 LTC meant for 'Home town' as at Rule 5.1 above **shall not be en-cashable**.

19.0 Disciplinary action for fraudulent claim of leave travel concession:

- 19.1 Departmental disciplinary proceedings may be initiated against an employee on the charge of preferring a false / fraudulent claim of leave travel concession. Such employee, against whom disciplinary proceedings have been initiated, shall not be allowed the leave travel concession till the finalization of such disciplinary proceedings.
- 19.2 If the disciplinary proceedings result in imposition of any of the penalties specified in the Conduct, Discipline and Appeal Rules for the employees of the Company, such employee shall not be allowed next two sets of leave travel concession in addition to the sets already withheld during the pendency of the disciplinary proceedings. For reasons to be recorded in writing, the competent authority can also disallow more than two sets of leave travel concession.
- 19.3 If the employee is fully exonerated of the charge of fraudulent claim of leave travel concession, he shall be allowed to avail of the concession withheld earlier as additional set (s) in future block years but before the normal date of superannuation.

Explanation:- For the purpose of this rule, leave travel concession to home town and leave travel concession to any place in India shall constitute two sets of the leave travel concession.

20.0 Savings

- 20.1 Claims already settled before the commencement of these rules shall not be reopened.
- 20.2 Claims, which are pending/ submitted hereinafter in respect of journeys already undertaken before the commencement of these rules, shall be regulated and settled under the rules in force on the dates of undertaking those journeys.
- 20.3 Claims in respect of journeys undertaken after the commencement of these rules shall be regulated and settled in accordance with the provisions of these rules.

21.0 General:

- 21.1 These rules have been framed entirely as a welfare measure and do not confer any right or benefit on the employees, nor impose any obligation or liability, whatsoever, on the Company, and shall not be deemed to be any contract or condition of service between the Company and any such employee.
- 21.2 In respect of matters, which are not specifically covered in the above rules, 'Central Civil Services (Leave Travel Concession) Rules, 1988' of the Central Government as may be in force on that date shall be followed, provided they are not inconsistent with these rules.
- 21.3 In deserving cases, where justification exists, the Managing Director may allow relaxation in any of these rules on case to case basis. The reasons for this purpose shall invariably be recorded in writing.

21.4 **Interpretation and removal of doubts**

In the event of any doubt regarding interpretation of any of the provisions of these rules or matters relating thereto, the decision of the Managing Director shall be final and binding.

21.5 **Amendments**

The Board may amend, modify or add to these rules, from time to time, and all such amendments, modifications or additions shall take effect from the date stated therein.

Central Railside Warehouse Company Ltd.

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Annexure - 1

Declaration of Home Town for LTC.

Name	Designation	Department
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Family Members (as defined in LTC Rules)

Name	Age	Relationship
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Home Town	District
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Nearest Railway Station	Distance from Railway Station to Home Town
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Certificate :

I Certify that the above declaration has been made after carefully going through the relevant rules regarding leave travel concession to visit 'Home Town'

Signature/LTI of employee

Remarks by P&A Department

L.T.C available for Block Year

Home Town Verified

Signature
Name
Designation
Date

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Annexure - 2

Declaration by Husband/Wife for preferring LTC Claims.
(To be submitted in duplicate)

(Note : Wherever the word Husband /Wife appears inappropriate, the same may be deleted.)

(A) Declaration by Husband/Wife

- (i) I am employed at (place).....as
(designation)
.....in(name of the organization)
.....which is a (please specify whether it is
a Govt./Semi-Govt./Undertaking/Local/ Private organization
etc.)..... Organization.

- (ii) My Wife/Husband namedis employed at
(place).....as
(designation)..... in (name of the
organization).....
.....which is a (please specify whether it is a Govt./ Semi- Govt.
Undertaking/ Local Private organization, etc)

- (ii) For the purpose of availing of LTC for me and my family members, including my
wife/husband, I here by declare that these benefits shall be claimed for by me
only, and that, my husband/wife shall not prefer any claim from her/his
office/employer where she/he is working, either for herself or for myself or for
any member of the family. For this purpose my wife/husband shall be treated as
dependent upon me.

- (iii) Declaration from my wife/husband that she/he will not be claiming these
benefits as an independent employee, is given herein after.

Place

Signature

Date

Name

Designation.....

Employee No.....

(B) Declaration by Wife/Husband

I have read the above declaration given by my husband/ wife named.....
and accordingly I DECLARE AND UNDERTAKE THAT I SHALL not prefer any claim for LTC
in respect of any of my family members including self and my husband, from employer/office,
where I am working or may be working or from any other source, whatsoever.

Place

Date

Signature

Name.....

Designation

Employee No.....

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Annexure - 3

Leave Travel Concession Bill

1. Name :
2. Designation :
3. Department :
4. Basic Pay, scale of pay
with wage Group :
5. Nature and period of leave sanctioned:
Nature of leave From To
6. Whether LTC claim is for
Home Town or Any other place :
7. Block Year :
8. Details of family members in respect of whom LTC has been claimed:

S. No.	Name	Age	Relationship with the employee

9. Particulars of journey performed

Station	Date	Time.	Station	Date	Time	Mode of travel	No. of fares with Tickets No.	Fares paid Rs.
Departure			Arrival					

10. Amount of advance, if any, drawn:

11. Amount claimed:

(i) Rupees paiseonly.

(ii) less the amount of advance to be adjusted:

(iii) Amount of claim after adjustment of advance

12. Certified :

1. That I/my family have actually performed the journey and travelled by the class of accommodation not lower than that for which the reimbursement of fare is claimed.
2. That I have/have not, my family has/has not availed any Railway Concession for any part of the said journey.
3. That in respect of school going children, I have not availed of the Railway concession for the said journey.
4. That no other claim in respect of above has been preferred during the current year mentioned above either from the company or from any other Government Undertaking or Central /State Government.

Date :

Signature of the employee

(FOR OFFICE USE ONLY)

Checked

Sanctioned

Date :

HOD (P&A)

Date

Controlling
Officer

Passed for payment for Rs.

(Rupees.....only).

Assistant

Manager (Fin.)

HOD (Fin.)

Received Rs. (Rupees.....

.....only).

Signature of employee
Date :

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Annexure - 4

Application for grant of Leave Travel Concession Advance

1. Name of the employee :
2. Designation :
3. Department/Division :
4. Wage Group/Basic Pay :
5. Date of appointment
6. (i) Proposed place to be visited :
(ii) Whether Home Town or any other place:
7. Details of family members availing LTC:

S. No.	Name	Age	Relationship

8. Block year :
9. Entitled class of travel :
10. Period of Leave applied for :
11. (i) Date of commencement of journey :
(ii) Date of return journey :
12. Total fare for outward / inward journey :
13. Amount of advance requested :

(NOTE : In case spouse is employed in another Government Department / Public Sector Undertaking, a Joint Declaration should be submitted in the prescribed format at the time of applying for advance.)

I hereby declare that _____

- (i) the particulars furnished above are true and correct to the best of my knowledge.
- (ii) I shall produce the tickets for the outward journey within ten days of receipt of the advance.
- (iii) in the event of cancellation of the journey or if I fail to produce the tickets within ten days of receipt of the advance, I shall refund the entire amount of advance in one lump sum.

Signature of Applicant
Date :

- 1. Certified that the leave for the above period has been sanctioned.
- 2. LTC is recommended subject to its admissibility.

Head of Department
Date :

For use in office only

Claim verified

HOD (P & A)
Date:

Approved for payment of Rs.....(Rupees-----
-----) Bill Register No.-----
(Accounts passing No.-----).

Assistant

Manager (Fin.)

HOD (Fin.)
