



SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY, SURAT
सरदार वल्लभभाई राष्ट्रीय प्रौद्योगिकी संस्थान, सूरत
સરદાર વલ્લભભાઈ નેશનલ ઈન્સ્ટીટ્યુટ ઓફ ટેકનોલોજી, સુરત.

SVNIT

Date : / / 2016

LTC Application cum Advance Form (see guide lines overleaf)
(Enclose copy of approved leave application, if LTC application includes self)

1. Personal Details

Name		Emp. Code :
Designation	Department	
Grade Pay	Date of Joining / (Yr. of continuous Service)	

2. LTC particulars :

Destination :		Home Town : Yes / NO	Conversion of One block of Home Town LTC : Yes / NO
		BLOCK :	
Date of Departure (from place of work)		Date of Return (to place of work)	
Railway Station / Airport nearest to destination		Mode of Journey as per eligibility	
Approx. one way fare by shortest route for one person		Class of Journey (as per eligibility)	
Advance, required (Max 90% of total fare to all members)	No / Yes If Yes, Rs.	No. of ELs for leave encashment, if required Yes / No	(Max 10 Days)
Nature of leave applied and sanctioned	EL / Vacation / CL / others	Period of Leave	From : To :

3. Details of persons availing concession:

Sr. #	Name(S)	Relationship	Date of Birth	Age
1				
2				
3				
4				
5				
6				

4. Undertaking by the applicant :

- I will settle the LTC advance within 30 days after the date of return.
- In the event of cancellation of the journey, I will refund the entire advance in one lump sum immediately.
- If I fail to comply the points (a) or (b) above, the amount of advance can be deducted from my salary of the next month(s).
- I certify that persons availing LTC are wholly dependent on me.

Signature of the Applicant :	Verified and entered in Service Book
Date :	Sr. Assistant

5. Administrative Approvals :

Checked & Submitted for approval of Journey and 90% advance of total fare Rs. _____ EL Encashment of Rs. _____ Total Rs. _____	Recommendation : Section Head / Head of Deptt. Approval :
Dy. Registrar(A/Cs) REGISTRAR	DIRECTOR

Guidelines :

1. Please check your eligibility before applying to LTC. LTC to Hometown can be availed once in a Block of two years and LTC to any place in India may be availed once in a four Block.
2. Please note that current two year Block is 2020-21 and current four year Block is 2018-21.
3. In case of fresh recruits LTC to Hometown is allowed on three occasions in a block of four years and to any place in India on the fourth occasion. This facility is available to fresh recruits only for the first two blocks of four years applicable after joining the Government service for the first time.
4. If there are no Direct Indian Airlines from the headquarters (nearest airport) to destination, he should travel by the next mode of travel by the shortest route. i.e. is by train/bus according to the eligible category.
5. Reimbursement under LTC scheme doesn't cover incidental expenses and expenditure incurred on local journeys. Reimbursement of expenses of journey is allowed only on the basis of point to point journey on through ticket over the shortest direct route.
6. The claims in adjustment of the advance should be preferred in the prescribed form within one months of the completion of the return journey or immediately. If the rules for granting advances for LTC have been violated, the Head of Office shall charge penal interest, i.e., 2% above the rate of interest allowed by Government on Provident Fund balances -Rule 15, GID (6). He is also requested to produce the evidence for having actually performed journey by Air / Train / Bus tickets etc., in support of the claim as per rules of central civil Services (LTC) 1998.
7. The retiring employees are eligible to avail LTC as per their entitlements provided that the return journey is performed before their date of retirement. LTC is not allowed after retirement.
8. If the employee travels by longest route by Indian airlines, then the travel expenses strictly restricted to the shortest route by train or bus fare as per rule (f) GID (5).
9. In this connection if an advance amount is sanctioned to him, he should produce bus/train/air ticket within ten days of drawal of the advance.
10. He is permitted to travel by train or buses directly operated tours by Central/State Tourism Development Corporation (ITDC/STDC) through the direct shortest route. In case of Air journey, Air India LTC-80 fare or Air India low cost fare whichever is lower shall be allowed. Air ticket to be purchased directly from the Air India Office/Air India website/IRCTC website only. Booking of tickets through Private agency is strictly not allowed.