



नवोदय विद्यालय समिति
मानव संसाधनविकास मंत्रालय शिक्षा विभाग
क्षेत्रीय कार्यालय, 160, जोन-2, एम.पी.नगर, भोपाल-462011
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No: F.No: 103/ Internal Audit NVS / RO / BPL/ 2011/944 ⁶/₁₀ June 2011.

The Principal,
All JNVs in Bhopal Regional.

**Sub: Observations of Internal Audit – Settlement of LTC Claims
reg.**

Sir / Madam,

It has been noticed, during the Internal Audit conducted in various JNVs of Bhopal region that:-

1. LTC advance sanctioned without proper LTC Advance form, LTC Sanction order and claim in the prescribed LTC bill form. The LTC claim is done through TA Bill form which is improper.
2. The entitlement for journey, by Train, Bus, etc., is not properly checked. Before sanctioning the advance, the eligibility, mode of travel, amount eligible by shortest route is to be calculated and only 90% of the advance will be sanctioned.
3. The dependants of the family members, age etc., needs to be verified from the Service book and only eligible family members are allowed to avail LTC facility.
4. The claim for auto, taxi fares during the LTC is not eligible. Only nearest Bus stand/ Railway station/ nearest air port (if eligible) to place of visit is to be considered.
5. If the LTC taken for extended period up to 31st. Dec. the same will be incorporated in the Sanction order.
6. Before settlement of LTC claims, an entry in the service book will be made and attested by the Principal.
7. It may kindly be ensured that the claim is settled within one month after the journey performed.

Yours faithfully,

[B.SINGH]

DEPUTY COMMISSIONER [I/c]

Encl: LTC Advance/ Sanction order/ LTC Claim Forms.

Copy to: AC(Admn)/SO (FIN) and All Audit Assistants, NVS, RO, Bhopal [M.P.] -
for information.

JAWAHAR NAVODAYA VIDYALAYA

DISTRICT: _____ STATE _____

APPLICATION FOR LTC ADVANCE

| | | |
|-----|---|--|
| 1. | Name of the Official (In Block Letters) | |
| 2. | a) Designation. | |
| | b) Permanent or Temporary (If not permanent , Surety Bond from a Permanent Official to be enclosed with the application | |
| 3. | Name of the JNV working. | |
| 4. | Pay in the pay band + Grade Pay. | |
| 5. | Date of appointment in the Samiti. | |
| 6. | Place of Home town as declared in the Service Book. | |
| 7. | Particulars of LTC availed for the Previous Block years. | |
| | BLOCK YEAR | |
| | i) Home Town. | |
| | ii) Anywhere in India. | |
| 8. | Block year for which now proposed to avail. | |
| 9. | Whether avails CL or EL (Nature of Leave to be mentioned) | |
| 10. | Whether LDC advance already taken has been settled in full or pending settlement , Date of settlement of the previous case. | |
| 11. | Place of Visit (farthest point) | |
| 12. | Proposed date of Onward Journey. | |
| 13. | Probable date of return journey. | |
| 14. | Particulars of the family members availing the facility. | |

| Sl.No | Name | Relationship | Age | Whether dependant |
|-------|------|--------------|-----|-------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

| | | |
|-----|--|--|
| 15. | Class of accommodation proposed to be availed in the Railway journey. | |
| 16. | Amount of advance required. | |
| 17. | The Office in which the spouse of the G.S. is employed. | |
| 18. | If the spouse is eligible for LTC or similar concession from his employer, whether declaration has been given that he/she will not claim LTC himself /herself and family, from his/her office. | |

Signature of the Official.

Name:

Designation:

DECLARATIONS

I _____ hereby certify that the above particulars furnished by me are true and correct.

| Name | Relationship | Age | Whether dependant |
|------|--------------|-----|-------------------|
| | | | |
| | | | |
| | | | |

I also undertake the refund the LTC advance in full immediately in case of failure to perform the proposed journey for which advance was taken.

I also declare that I will not alter the place of visit mentioned in the application without obtaining prior approval of the competent authority.

I also agree to refund one half of the advance if the return journey could not be performed within 90 days from the date of advance proposed to be availed in the Railway journey.

I also agree to credit forthwith to the office any excess amount of advance left with me for any reasons what so ever.

| | | |
|-----|--|--|
| 17. | The Office in which the spouse of the G.S. | |
| | | |

I also produce the evidence of purchase of tickets, etc., for myself / members of my family, as the case may be, for the 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 drawal of my salary, together with the penal interest @ 2 1/2 % over and above the normal interest, from his/her office.

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 1/2% over and above the normal interest.

Signature of the Official.

Name:

I am also aware that my claim will be forfeited if I fail to submit the bills within 3 months from the date of completion of the journey.

DECLARATIONS

I _____ hereby certify that the above particulars furnished by me are true and correct.

| Name | Relationship | Age | Whether dependant |
|------|--------------|-----|-------------------|
| | | | |
| | | | |
| | | | |

I also undertake the refund the LTC advance in full immediately in case of failure to perform the proposed journey for which advance was taken.

I also declare that I will not alter the place of visit mentioned in the application without obtaining prior approval of the competent authority.

I am also understand that if the LTC is availed for self the cost is reimbursable only when the journey is performed after availing any kind of leave and not during week-end holidays / other holidays . RH alone.

Signature of the Official.

Name:

Designation:

FOR OFFICE USE ONLY

CALCULATION SHEET FOR DETERMINING THE AMOUNT OF LTC ADVANCE.

| | | |
|----|---|--|
| 1. | Rail fare to and fro by the entitled class by which the official propose to travel , whichever is less. | |
| 2. | Number of tickets for the entitled persons from whom the advance is applied | |
| 3 | Amount reimbursable to the official [1X2] | |
| 4. | Amount of advance admissible [90% X3] | |

The Official has applied CL/EL as at Col.9 and the same has been sanctioned.

Checked by
OS/UDC

Principal

JAWAHAR NAVODAYA VIDYALAYA
DISTRICT _____ STATE _____

No: F / JNV/ / 2011 /

Date: _____

SANCTION ORDER

Shri./ Smt/ Ms. _____ Designation _____ working in this Vidyalaya, is hereby granted the following:

1. (Mention the nature of leave sanctioned)
2. Permission to avail LTC (Home Town/ All India) for the block year _____ for self / Family only to visit _____ as declared as under:-

| S.No. | Name of family members | Relations | Age |
|-------|------------------------|-----------|-----|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

3. LTC advance for a sum of Rs. _____/- (Rupees _____ only) is sanctioned. The above advance is sanctioned subject to the following conditions:
4. He/ She should produce railway or bus ticket within 10 days of the drawal of the advance.
 - a) The advance amount drawn should be refunded in full, if the outward journey is not commenced within 30 days of grant of advance,
 - b) The claim for adjustment of the advance drawn should be preferred within one month of the completion of the return journey and within three months, if no advance has been drawn
 - c) If he / she does not comply with the conditions laid down in this sanction order or if the rules for granting advances for LTC have been violated an interest of 2% and above rate of interest allowed by the Samiti in provident fund balances will be charged.
 - d) The expenditure involved in this sanction will be debitable to the head "Salaries" for the year _____

PRINCIPAL

Copy to: 1. The individual concerned.
2. Office Copy

