

CHECK LIST FOR LTC CASE

| S. NO. | DOCUMENT NEEDED | |
|--------------------------|---|--|
| FOR PERMISSION | | |
| | APPLICATION FOR LTC PERMISSION WITH SELF ATTESTATION FROM CLAIMANT, SPOUSE IF SERVING | |
| | ANNEXURE A | |
| | SANCTIONED LEAVE FOR PERIOD OF LTC | |
| FOR REIMBURSEMENT | | |
| | BOARDING PASSES OF TRAVELLING WHEREVER AVAILABLE | |
| | HOTEL BILLS | |
| | EVERY TICKET PURCHASED FOR WHICH REIMBURSEMENT TO BE TAKEN | |
| | ANNEXURE B | |
| | ANNEXURE C | |
| | LTC BILL WITH ALL SANCTIONS OF LEAVE, LEAVE ENCASHMENT, LTC AND DETAILS OF JOURNEY | |
| | RULES IF NEEDED | |