



CHECK LIST/VERIFICATION FOR LTC ADVANCE BILL

1. Whether the employee is a permanent/regular employee in terms of the LTC Scheme ?
2. Whether block period has been correctly stated ?
3. Whether employee/his spouse have already availed of benefit during the same block period?
4. Whether the family members referred in LTC advance bill are covered by the declaration already made by the employee and any subsequent amendments thereto ?
5. Whether the family members in respect of whom the LTC advance bill is submitted are covered by the definition of family under the LTC Scheme ?
6. Whether the employee is entitled to travel by rail by 1st class with reference to his basic pay If the advance bill indicates proposed travel by 1st class by rail ?
7. Whether in the case of piece-rated workers claiming LTC advance on the basis of travel by 1st class by rail, their basic earnings during the preceding calendar year work out to Rs. 525 p.m. or more ?
8. Whether the employee has been granted leave as indicated by him ?
9. Whether the distances and fares have been correctly indicated ?

(After the above tests are carried out with reference to provisions of LTC Scheme the amount of advance to be given will be determined and recommended)

After carrying out checks as above the LTC ADVANCE of Rs.....(Rupees.....
) is assessed below 80 % of the estimated amount)

Signature of Clerk/Asstt.
 carrying out verification check

Signature of Officer checking
 the verification

Date :

Date :