

CHECK LIST FOR LTC CLAIM : NON ENTITLED GOVERNMENT SERVANTS

1. Claims to be preferred in Contingent Bill IAFA-115 duly completed in all respect.
2. Sanction has to be furnished in terms of Rule 47 (III) TR which for reimbursement for the purposes specified under Rule 184 (LTC) of TR (1991 Edn) indicating clearly the two stations (FROM & TO).
3. Unit Part-II Order /Leave Certificate with leave details.
4. Family details of JCOs/OR.
5. Specimen Signature of the Officer authorized to countersign the claim may be furnished as per Rule 6 read with Appendix-II of TR.
6. Original Ticket.
7. Copy of Part-II Order for grant of MACP.
8. Distance of KMs to be clearly mentioned (FROM & TO) in the claim.
9. Non issue of Railway Warrant Certificate.
10. No Advance Certificate/Certificate of Advance claim.

Note :- All supported documents must be certified from appropriate authority.