

No.Admn(68)/CGHS/BNG/2018-19/ 82  
Office of the Additional Director  
Central Government Health Scheme  
Bengaluru-560034

Dated 8<sup>th</sup> January 2019

OFFICE MEMORANDUM

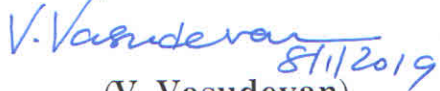
Sub: Permission to avail LTC/HTC and Grant of LTC Advance-reg.

It has been observed that the permission for availing LTC/HTC is received from the Staff Members at eleventh hour, as a result of which Administration of CGHS Bengaluru is not in a position to grant permission for availing LTC to the place of visit as well as facing difficulty in processing LTC Advance & EL Encashment claim and remit the amount to their Bank Account well in time.

LTC is a planned journey which normally be decided well in advance by every Govt servant. Permission to avail LTC/HTC and requirement of LTC Advance should be submitted in the prescribed format only wherein the place of visit and date of journey should clearly be indicated. In case encashment of EL while availing LTC is required, a separate letter in writing should be submitted along with the permission letter. All the staff members are requested to send permission to avail LTC/HTC in the prescribed format atleast one month in advance so that Administration can scrutinise with Service records and grant permission before Govt. servant actually commence the journey on LTC. All the prescribed forms are available in our website ([cghsbng.gov.in](http://cghsbng.gov.in)) which may be downloaded by staff members.

CMO Incharges are therefore requested that the contents of the above OM may be brought to the notice of all the staff members working under your administrative control and ensure that permission to avail LTC is submitted by Govt. servant in the prescribed format only and minimum 30 days in advance, before forwarding it to this Office.

This issues with the approval of the Competent Authority.

  
(V. Vasudevan)  
Administrative Officer  
CGHS: Bangalore

Copy to :

- 1) CMO Incharges, CGHS WC No.1/2/3/4/5/6/7/8/9/10/PC
- 2) CGHS Administrative Office for circulation