Checklist for LTC Claims

A. For LTC Advance claim:

Sl. No.	Description	Compliance Status (Please √ whichever is applicable)		
		YES	NO	Not applicable
1	Whether the request has been prepared in the prescribed proforma			
2	Whether the Claim has been signed by the claimant and countersigned by the Chairman			
3	Copy of Sanction order issued by Unit IA/IB is enclosed			
4	Whether document showing indicative cost of Air ticket/Train ticket/Bus ticket for the journey(s) is enclosed			

B. For LTC Settlement claim:

Sl. No.	Description	Compliance Status (Please √ whichever is applicable)		
		YES	NO	Not applicable
1	Whether the claim has been prepared in the prescribed proforma			
2	Whether date of departure/arrival for all journey(s) performed have been indicated in the respective columns			
3	Whether the Claim has been signed by the claimant			
4	Whether the Claim has been counter-signed by the competent authority			
5	Copy of Sanction order issued by Unit IA/IB is enclosed			
6	Whether the Pay Level has been indicated			
7	Whether copy of the Air ticket is enclosed			
8	Whether Boarding Pass(s), in original, is enclosed			
9	Whether Original Rail ticket(s) or Bus ticket(s) are enclosed			
10	Whether leave travel advance drawn, if any, is shown in the claim form			

Date:

Signature of the Claimant