

Checklist 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