



# **TATA CONSULTANCY SERVICES**

## **User Manual for LTC IGNOU**



# LTC (Leave Travel Concession)

## Navigation:

Portal → Launch HCM Application → Self Service → LTC Self Service

## 1. LTC Advance/Intimation

## Navigation:

Launch HCM Application → Self Service → LTC Self Service → LTC Advance/Intimation

### Tab1: Find an Existing Value

**Find an Existing Value:** You can search the existing Advance/intimation for LTC by using the one of the following different searching criteria i.e.

1. **Advance/Intimation Number:** You can search the existing Advance/Intimation by entering the advance/intimation number.
2. **Serial Number:** You can search the existing Advance/Intimation by entering the Serial number.
3. **Application date:** You can search the existing Advance/Intimation by entering the Application date on which you have applied for LTC.
4. **Advance/Intimation Status:** You can also search the existing LTC request by entering the status, the valid status is listed below.

- a) Approved
- b) Cancelled
- c) In Process
- d) Pending
- e) Rejected

The screenshot shows the 'LTC Advance / Intimation' search page. At the top left, there is a 'Menu' sidebar with 'LTC Self Service' expanded to 'LTC Advance / Intimation'. The main header includes 'ODL - TRAINING' and navigation links like 'Home', 'Worklist', 'MultiChannel Console', 'Add to Favorites', and 'Sign out'. The page title is 'LTC Advance / Intimation' with a 'New Window' link. Below the title, there is a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' The search interface has two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. The search criteria are: 'EmplID:' (1132), 'Advance / Intimation No.:' (begins with), 'Serial Number:' (begins with), 'Application Date:' (=), and 'Advance/Intimation Status:' (=). There are 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria' buttons. At the bottom, there are links for 'Find an Existing Value' and 'Add a New Value'.

## [Apply for LTC](#)

### Tab2: Add a New Value

Click on the [Add a New Value Tab](#)

1. Shows your employee id
2. Click on Add button

The screenshot displays the HRMS application interface. On the left, a 'Menu' sidebar is visible, with 'LTC Self Service' expanded to show 'LTC Advance / Intimation'. The main content area shows the 'LTC Advance / Intimation' page with two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is active, displaying 'EmplID: 1132' and a yellow 'Add' button. Below the button, there are links for 'Find an Existing Value' and 'Add a New Value'.

**After Clicking the ADD button page below will be displayed:**

**You are required to fill in the form below with all prior details,**

**Menu**

- ▼ LTC Self Service
  - LTC Advance / Intimation
    - LTC Claim Application
    - LTC Refund Details
  - ▷ Loans & Advances
  - ▷ Leave Management
  - ▷ Personal Information
  - ▷ Payroll and Compensation
  - ▷ Benefits
  - ▷ Performance Management
    - Book Car
    - Initiate Pension
    - Medical Request
    - Transport for Staff Children
    - Employee House Requests
    - House Applications
    - Review Transactions
  - ▷ Manager Self Service
  - ▷ Samir Projects
  - ▷ General Administration
  - ▷ Housing
  - ▷ Workforce Administration
  - ▷ Global Payroll & Absence Mgmt
  - ▷ Provident Fund
  - ▷ Loans & Advances
  - ▷ Workforce Development
  - ▷ Organizational Development
  - ▷ Governance
  - ▷ Set Up HRMS
  - ▷ Worklist

Advance/Intimation for LTC

### Advance/ Intimation for LTC

Please apply advance 15 days before performing the journey, otherwise submit intimation. Prior Intimaion should be submitte before performing the journey otherwise your claim will not be considered.

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**Advance / Intimation No. NEW** INTIMATION

Status Pending

|                             |                          |                    |                   |               |           |
|-----------------------------|--------------------------|--------------------|-------------------|---------------|-----------|
| EmpID:                      | 1132                     | Name               | RAVI MENDIRATTA   | Department    | CD        |
| Gender                      | Male                     | Marital Status     | Married           | Location      | IGNOU_HQ  |
| Phone                       |                          | Date of Joining    | IGNOU 23-JUN-89   | Date of Birth | 24-FEB-62 |
| Grade Pay                   | 7600.000000              | Department Name    | COMPUTER DIVISION |               |           |
| Designation                 | SENIOR SOFTWARE ENGINEER | Date of Retirement | 01/03/2022        |               |           |
| Continous Service in IGNOU: | Years 21 Months 5 Days 3 |                    |                   |               |           |

**Home Address Details**

Address: B-70 RATAN NAGAR  
JABAL PUR (M.P)-482001

**Note:**

- A. When you apply for an LTC in that case Advance/Intimation No. will always be as 'NEW'
- B. Advance/Intimation number will always be pending before the approval of the LTC

**Steps to fill the Advance/Intimation Page**

1. In Advance/intimation details choose the place as Hometown or Anywhere in India.
2. Choose Advance if you are applying for an advance, otherwise choose intimation.
3. Enter the name of the place for which you are applying for the LTC.
4. Enter the Block year availing or can choose by using the Prompt.

**3. Choose the place you are applying for LTC as Hometown or Anywhere in India**

**4. Choose as Advance/Intimation**

**5. Enter the name of Place**

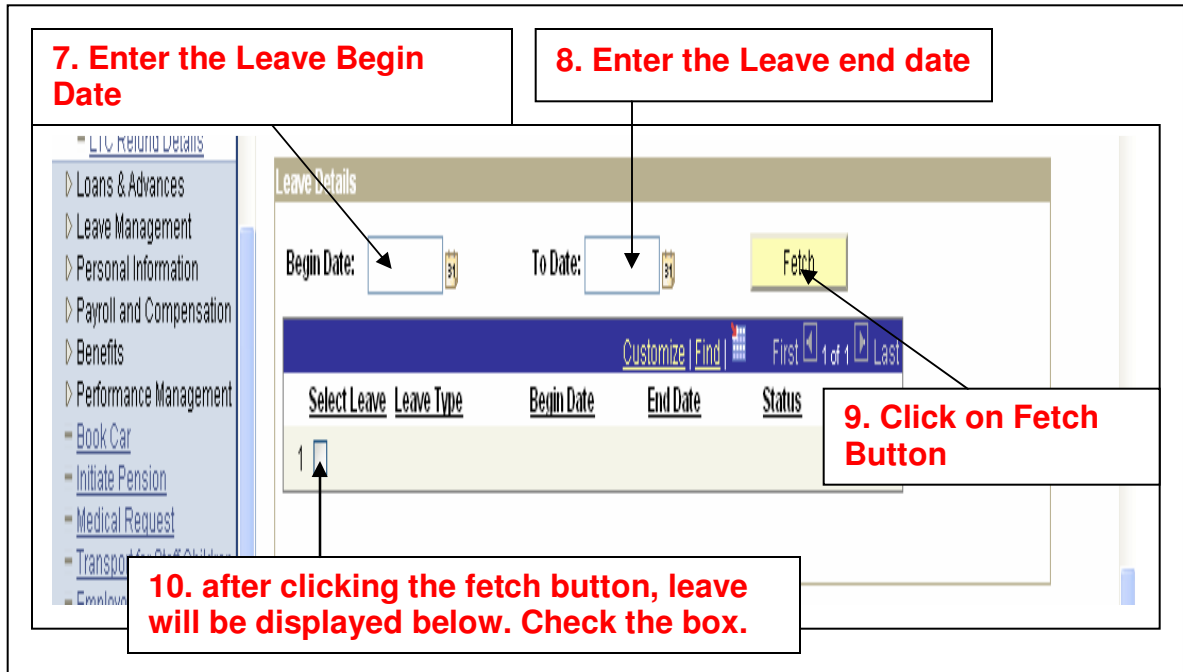
**6. Enter the Block year Availing**

The screenshot shows a web-based application form for LTC. On the left is a navigation menu with options like 'LTC Claim Application', 'LTC Refund Details', 'Loans & Advances', 'Leave Management', 'Personal Information', 'Payroll and Compensation', 'Benefits', 'Performance Management', 'Book Car', 'Initiate Pension', 'Medical Request', and 'Transport for Staff Children'. The main form area has a title bar 'Advance / Intimation' and radio buttons for 'Home Town' and 'Anywhere in India'. Below this are radio buttons for 'Advance' and 'Intimation'. There are input fields for 'Place To Be Visited:', 'Block Year Availing:', and 'Comments:'. At the bottom, there is a table titled 'Block Period History' with columns for 'Advance / Intimation No.', 'Advance/Intimation Status', 'Bill No.', 'LTC Claim Status', 'Hometown / Anywhere', and 'Application Date'. The table currently shows one row with empty fields. Red callout boxes with arrows point to the 'Anywhere in India' radio button (step 3), the 'Advance' radio button (step 4), the 'Place To Be Visited:' field (step 5), and the 'Block Year Availing:' field (step 6).

## Leave Details

**Note: - LTC can only be availed against the approved leaves.**

1. Enter the Leave Starting Date in 'Begin date:' field.
2. Enter the Leave Ending Date in 'To Date:' field.
3. Click on the Fetch Button and leave will be displayed.
4. Check the box.



### LTC Self / family Details member availing LTC

1. if you require leave encashment, check the 'Encashment required' box as 'Yes' Otherwise 'No'
2. Enter the number of Encashed leave days in case you require the encashment (Maximum of 10)
3. Choose the option for which you are availing the LTC. Choose one of the following Options accordingly
  - a. **Family**: Availing LTC for family only
  - b. **Self** : Availing LTC for Self only
  - c. **Self and Family** : Availing LTC for both self and family

**In case of self, your details will be displayed automatically but in case of family, you will have to enter the dependent details.**

**Refer to the page given below:**

**11. Check 'Yes' if encashment required else 'No'**

**12. Enter the number of Encashed leaves in case of encashment Requirement is 'Yes'**

**13. Choose the Option from the drop down LTC availed for i.e. Family, Self, Self and Family.**

**14. Choose the dependent Id in case of Family/Self and Family by using prompt button**

**15. Details of more than one dependent can be added by clicking on '+' sign and can delete by using '-' sign**

4. Choose the dependent id in case you the availing the LTC for Family/self and Family By using the prompt button
5. Details of more than one dependent can be added by using the '+' button and you Can also delete the details of dependent by using the '-' before submitting the LTC

## Self Travel /Dependent Travel Details

1. Choose the mode of journey from the following option accordingly:
  - a. AIR
  - b. BUS
  - c. TRAIN
  - d. SHIP
  - e. TAXI
2. Enter the Starting date of journey in the field 'Outward Journey date'
3. Enter the return date of journey in the field 'Return Journey date'
4. Enter the name of Air/Train by which you are traveling
5. Choose the class type from the following option accordingly
  - f. 1AC
  - g. 2AC
  - h. 3AC
  - i. AIR
  - j. Others
6. Enter the fare of the Traveling
7. Enter the place from where you are starting the journey

8. Enter the Destination
9. Check the 'Accept Terms and conditions' box
10. click on the submit for the approval of LTC

The screenshot shows a web application interface for submitting LTC requests. The interface is divided into several sections:

- Self Travel Details:** Includes fields for Mode of Journey (dropdown), Outward Journey Date (calendar), Return Journey Date (calendar), AIR / Train Name (text), Class (dropdown), and Fare (text).
- Dependent Travel Details:** Includes fields for Mode of Journey (dropdown), Outward Journey Date (calendar), Return Journey Date (calendar), AIR / Train Name (text), Class (dropdown), and Total Fare (text).
- Starting From:** A text field for the starting location.
- Destination:** A text field for the destination.
- Terms & Conditions:** A section with a checkbox labeled "I accept the Terms and Conditions" and a "Submit" button.

Numbered callouts (1-10) provide instructions for each step:

1. Choose the Mode of journey i.e. AIR, BUS, TRAIN, SHIP, TAXI
2. Enter the starting date of Journey
3. Enter the Return date of Journey
4. Enter the Name of the AIR/Train
5. Choose the Class type i.e. 1AC, 2AC, 3AC, AIR, Others
6. Enter the Fare
7. Enter the name of Starting Place
8. Enter the Name of Destination Place
9. Accept the terms and conditions
10. Click on the Submit button after filling all the details

### After Submitting the LTC

- a. Advance/Intimation number will be generated and request will be submitted to the CDN.
- b. Status will be pending before approval

**Note:** Before any action is taken by the dealing assistant i.e. CDN, the request can be edited by the user. After editing you can submit the request again by clicking on the submit button.





If the advance withdrawn is greater than the amount to be claimed then the user has to refund the difference amount to the cash section, after which the user can raise the claim. Before the user refunds the difference amount to the cash he/she has to enter the refund details on the 'LTC Refund Details' Page. (**This step has to be taken before depositing the amount in the cash section**)

Navigation:

Portal → Launch HCM Application → Self Service → LTC Self Service

## 2. LTC Refund Details

Navigation:

Launch HCM Application → Self Service → LTC Self Service → LTC Refund Details

### Tab1: Find an Existing Value

**Find an Existing Value:** You can search the existing Advance/intimation against which you have to refund.

The screenshot shows a web application interface. On the left is a 'Menu' sidebar with a tree view. Under 'LTC Self Service', 'LTC Refund Details' is selected. The main content area is titled 'IGN\_LTC\_CANCEL\_CHK' and contains the text 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a search form with a tab labeled 'Find an Existing Value'. The form includes an 'Advance No.' field with a dropdown menu set to 'begins with' and an empty text input box. The 'EmpID' field contains the value '1132'. At the bottom of the form are buttons for 'Search' (highlighted in yellow), 'Clear', 'Basic Search', and 'Save Search Criteria'.

After you enter the Advance/Intimation no, click on search, you will be directed to the page below:

**Menu**

- ▷ My Favorites
- ▷ Portal Objects
- ▽ LTC
  - ▷ IGNOU LTC Reports
    - [Advance / Intimation for LTC](#)
    - [LTC Claim Application](#)
    - [LTC Refund Details](#)
    - [Cancel / Refund Details](#)
    - [LTC Intimation / Advance No.](#)
    - [Block Period SetUp](#)
    - [LTC Workflow Setup](#)
- ▷ Harmeet WF
- ▷ Self Service
- ▷ Manager Self Service
- ▷ Samir Projects
- ▷ General Administration
- ▷ Housing
- ▷ Provident Fund
- ▷ Loans & Advances
- ▷ Workforce Development
- ▷ Governance
- ▷ Set Up HRMS
- ▷ Worklist
- ▷ Reporting Tools
- ▷ PeopleTools
- [HRMS User Manual](#)
- [My Personalizations](#)
- [My System Profile](#)
- [My Dictionary](#)

**Employee Advance Details**

|                   |                              |                  |
|-------------------|------------------------------|------------------|
| Advance No.:      | 1124                         | Status: Approved |
| EmplID:           | 1102                         |                  |
| Name:             | NIRANJAN MALIK               |                  |
| Job Title:        | PLUMBER                      |                  |
| Department:       | CONSTRUCTION AND MAINTENANCE |                  |
| Advance Amount    | 11286.00                     |                  |
| Sanctioned Amount | 13500.000                    |                  |

**Refund Details**

| Payment Mode  | CHK         | Cheque Number | 050125               | <input type="checkbox"/> Cheque Encash | Refund Status          | Pending   |
|---|-------------|---------------|----------------------|--|------------------------|---|
| <a href="#">Customize</a>   <a href="#">Find</a>   <a href="#">View All</a> |             |               |                      |  |                        |   |
| First <input type="text" value="1 of 1"/> Last                              |             |               |                      |  |                        |   |
| Sequence number   | Refund Mode | Refund Amount | Refund Cheque Number | Comment                                | Refund Approval Status |   |
| 1   | 1 CHK       |               |                      |  | Approved               | <input type="button" value="+"/> <input type="button" value="-"/> |

**Enter the amount to be refunded along with comments and click on submit, after submitting this page you have to deposit the refund amount in the cash section.**

## [LTC Claim Application](#)

**Navigation:**

[Portal](#) → [Launch HCM Application](#) → [Self Service](#) → [LTC Self Service](#)

### 3. LTC Claim Application

**Navigation:**

[Launch HCM Application](#) → [Self Service](#) → [LTC Self Service](#) → [LTC Claim Application](#)

**After following the above navigation you will be directed to the page below:**

Home | Worklist | MultiChannel

**Menu**

- ▼ LTC Self Service
  - LTC Advance / Intimation
  - **LTC Claim Application**
  - LTC Refund Details
- ▷ Loans & Advances
- ▷ Leave Management
- ▷ Personal Information
- ▷ Payroll and Compensation
- ▷ Benefits
- ▷ Performance Management
- Book Car
- Initiate Pension
- Medical Request
- Transport for Staff Children
- Employee House Requests
- House Applications
- Review Transactions
- ▷ Manager Self Service
- ▷ Samir Projects
- ▷ General Administration
- ▷ Housing
- ▷ Workforce Administration
- ▷ Global Payroll & Absence Mgmt
- ▷ Provident Fund
- ▷ Loans & Advances
- ▷ Workforce Development
- ▷ Organizational Development
- ▷ Governance
- ▷ Set Up HRMS
- ▷ Worklist

### LTC Claim Application

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value [Add a New Value](#)

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EmplID:

Advance / Intimation No.:

Claim Date:

LTC Claim Status:

[Basic Search](#)

Find an Existing Value | [Add a New Value](#)

**Find an Existing Value:** You can search the existing LTC Claim by using the one of the following different searching criteria i.e.

1. **Advance/Intimation Number:** You can search the existing Claim by entering the advance/intimation number.
2. **Claim date:** You can search the existing Claim by entering the Application date on which you have applied for LTC.
3. **LTC Claim Status:** You can also search the existing LTC request by entering the status, the valid status is listed below.

- a) Approved
- b) Cancelled
- c) In Process
- d) Pending
- e) Rejected

**ODL-Soft**

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

**Menu**

Search: [ ]

- My Favorites
- LTC
- Employee Information System
- Self Service
  - LTC Self Service
    - LTC Advance / Intimation
    - LTC Claim Application**
  - Loans & Advances
  - Leave Management
  - Personal Information
  - Payroll and Compensation
  - Benefits
  - Performance Management
  - Book Car
  - Initiate Pension
  - Medical Request
  - Transport for Staff Children
  - Employee House

**LTC Claim Application**

Enter any information you have and click Search. Leave fields blank for a

Find an Existing Value | Add a New Value

EmpID: 1132

Advance / Intimation No.: begins with [ ]

Claim Date: [=] [ ]

LTC Claim Status: [=] [ ]

Search | Clear | Basic Search | Save Search Criteria

Find an Existing Value | Add a New Value

**1. Search by entering the Advance/Intimation No**

**2. Search by Application Claim date**

**3. Search by LTC Claim Status**

## [Apply For LTC Claim](#)

### [Tab2: Add a New Value](#)

**Click on the Add a New Value Tab**

**ODL-Soft**

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

**Menu**

Search: [ ]

- My Favorites
- LTC
- Employee Information System
- Self Service
  - LTC Self Service
    - LTC Advance / Intimation
    - LTC Claim Application**
  - Loans & Advances
  - Leave Management
  - Personal Information
  - Payroll and Compensation
  - Benefits
  - Performance Management

**LTC Claim Application**

Find an Existing Value | **Add a New Value**

EmpID: 1132

**Add**

Find an Existing Value | Add a New Value

**1. Click on the Add button for LTC Claim**

## LTC Claim Status and Claim Number:-

1. When you click on Add button LTC claim Status will be pending before approval
2. Claim No: will be 'NEW'

**1. Claim status will be pending before Approval**

**2. Claim No. will be new 'NEW' before the submission of LTC Claim Application**

| Employee ID           | 1132      | Name      | RAVI MENDIRATTA |
|-----------------------|-----------|-----------|-----------------|
| Date of Joining IGNOU | 23-JUN-89 | Claim No. | NEW             |
| Job Code              | SSE       | Grade Pay | 8700.000000     |

## Leave Details

3. Enter the existing Advance/Intimation number or you can select relevant number with the help of prompt button
4. Select the Begin and End date of approved leave
5. Click on Fetch button and the approved leave will be displayed
6. Select the Leave check box

**ODL - TRAINING**

**3. Enter the Approved Advance/Intimation No**

**4. Enter the Begin and End date of approved leave**

**5. Click on Fetch button after selecting the Date**

**6. Select the leave Check Box**

Menu

- Portal Objects
- Harmeet WF
- Self Service
  - LTC Self Service
    - LTC Advance / Intimation
    - LTC Claim Application
    - LTC Refund Details
  - Loans & Advances
  - Leave Management
  - Personal Information
  - Payroll and Compensation
  - Benefits
  - Performance Management
  - Book Car

'Advance / Intimation No. 1156 Dated 29/10/2010 Adv / Int Status Approved

Begin Date 04/10/2010 To Date 07/10/2010 Fetch

| Select Leave                        | Leave Type   | Begin Date | End Date   | Status   |
|-------------------------------------|--------------|------------|------------|----------|
| <input checked="" type="checkbox"/> | Earned Leave | 04/10/2010 | 07/10/2010 | Approved |

Previous Block Years availed if any

## Dependent details

**Enter the dependent details in Case of LTC availed for Family/Self and family**

7. Select the dependent details by using the prompt button
8. Select the checkbox in case you are applying LTC for Self
9. Enter the comments if required

Self Service

- LTC Self Service
  - LTC Advance / Intimation
  - LTC Claim Application
  - LTC Refund Details
- Loans & Advances
- Leave Management
- Personal Information
- Payroll and Compensation
- Benefits
- Performance Management

**7. Select the Dependent in case you have applied the LTC for Family/Self and Family**

Dependent Details for whom LTC has been availed

| Dependent Beneficiary ID | Name | Age (Years) | M |
|--------------------------|------|-------------|---|
| 1                        |      |             |   |

LTC also claimed for self

Comments

**8. Select the Check box in case LTC is also claimed for self**

**9. Enter the comments if any**

## Details Of Journey

It contains the following details:-

- A. Tab1: Departure
- B. Tab2: Arrival
- C. Tab3: Other Journey details

### Tab 1: Departure:-

- 10. Enter the departure date
- 11. Enter the Departure Time
- 12. Enter the name of the Departure station

**10. Enter the Departure Date**

**11. Enter the departure Time**

**12. Enter the Name of the Station**

### Tab 2: Arrival:-

- 13. Enter the arrival Date
- 14. Enter the arrival time
- 15. Enter the name of the arrival station

**13. Enter the Arrival date Date**

**14. Enter the arrival Time**

**15. Enter the Name of the Station**



### Tab 3: Other journey details:-

#### Enter the other journey details

16. Enter the total number of distance in Kms

17. Enter the mode of journey

- a. AIR
- b. BUS
- c. SHIP
- d. TAXI
- e. TRAIN

18. Enter the class type

- a. 1AC
- b. 2AC
- c. 3AC
- d. Others
- e. AIR

19. Enter the number of peoples i.e. number of persons

**16. Enter the total number of distance in Kms**

**17. Enter the Mode of Journey**

**18. Enter the Class type**

**19. Enter the number of Fares**

**20. Enter the fare Paid**

**21. Enter the Remarks/Ticket number**

**22. Click on Calculate total fare button**

**23. Click on Submit button**

| Total Distance (in Kms.) | Mode of Journey | Class | No. of Fares | Fares Paid | Remarks/Ticket PNR No. |
|--------------------------|-----------------|-------|--------------|------------|------------------------|
| 5000.00                  | AIR             | 1AC   | 1            | 3000       | TCT08754               |

Total Travel Amount: 3000.000000

(Signature of Applicant)

20. Enter the amount of fare paid

21. Enter the remarks/Ticket number

22. After filling all the details click on Calculate Total fare button

23. Click on submit button

In case you have refunded certain amount, then the same amount (refund amount) will be displayed on the claim page.

The claim page having refund entry is shown below.

The screenshot displays the 'LTC Claim Application' interface. On the left is a 'Menu' with various options. The main content area is titled 'Details of Journey' and includes a table with columns for Date, Time, and Station. Below this is a 'Calculate Total Fare' section showing a 'Total Travel Amount' of 13540.000000. A 'Refund Details' section contains a table with columns for Sequence number, Refunded Date, Receipt Number, Interest Paid, Amount Refunded, and Remarks. The 'Refunded Amount' of 6388.00 and 'Unsettled Amount' of 0.00 are circled in red. At the bottom, a 'Certified That' section contains two numbered statements.

**Details of Journey**

| Departure    | Arrival  | Other Journey Details |
|--------------|----------|-----------------------|
| Date         | Time     | Station               |
| 1 08/09/2010 | 8.00 AM  | NEW DELHI             |
| 2 13/09/2010 | 13.00 PM | MUMBAI                |

**Calculate Total Fare**

Total Travel Amount 13540.000000

**Refund Details**

| Sequence number | Refunded Date | Receipt Number | Interest Paid | Amount Refunded | Remarks                       |
|-----------------|---------------|----------------|---------------|-----------------|-------------------------------|
| 1 1             |               | 1841           |               | 6388.0000       | refund on adv. of Rs. 18000/- |

Refunded Amount 6388.00  
Interest paid  
Unsettled Amount 0.00

**Certified That**

1. The information as given above is true to the best of my knowledge and belief.
2. That my husband / wife is not employed in Government service / that my husband / wife is employed in Government service and the concession has not been availed of by him / her separately for himself / herself or for any of the family members for the concerned block of years 2006 to 2009.

\*\*\*\*\* END \*\*\*\*\*

