APPLICATION FORM FOR GRANT OF LTC ADVANCE

1. Name of the Government Servant:
2. Designation:
3. Date of appointment:
4. Present pay in Pay Band and Grade Pay:
5. Whether permanent or temporary:
6. Home town as recorded in the Service: Book and distance from the office
7. Whether wife/husband is employed and if: so whether entitled to LTC
8. Whether the concession is to be availed for : visiting home town, and if so block for which LTC is to be availed
9. (a) If the concession is to visit "anywhere: in India", the place to be visited

(b) Block for which to be availed:

1. Single rail/Air/bus fare from the Headquarters to home town/place of visit by shortest route:
2. Persons in respect of whom LTC is proposed to be availed:

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| --- | --- | --- | --- |
| **Sl No.** | **Name and Age** | **Relationship** | **Employed/Unemployed** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

1. Whether advance is required if so, the amount :Rs.
2. Where was the LTC availed of last (Block year to be indicate):
3. When was the Last advance taken for the: purpose? When the advance has been adjusted
4. Whether leav'e applied for has been granted.: If so, please attached a copy of sanction order
5. Date of commemement of journey:
6. Date of completion of journey

I declare that the particularS furnished above are true and correct to the best of my knowledge. I undertake to produce the tickets for the outward journey within ten days of receipt of the advance.

In the event of the cancellation of the journey or if I fail to produce the tickets within ten days of receipt of advance, I undertake to refund the entire advance in one lumpsum.

Date: Signature

Remarks of Section Incharge

 Signature of Section Incharge