

APPLICATION FORM FOR GRANT OF LTC ADVANCE

- 1 Name of the Government servant :
- 2 Designation :
- 3 Date of entering the Central Government service :
- 4 Present pay :
- 5 Whether permanent or Temporary :
- 6 Hometown as recorded in the service book :
- 7 Whether wife / husband is employed and if so whether entitled to LTC :
- 8 Whether the concession is to be availed for visiting Hometown 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 :
- 10 Single rail fare / bus fare from the headquarters to hometown / place of visit by shortest routs :
- 11 Nature of leave applied :
- 12 Persons in respect of whom LTC is proposed to be availed :

Sl no

Name & Age

Relationship

13

Amount of advance

Rs.

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 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 lump-sum.

Date

SIGNATURE