



## APPLICATION FOR GRANT OF LTC ADVANCE

1. Name of the Government servant :
2. Designation :
3. Date of entering the Central Government Service :
4. Pay :
5. Whether permanent or temporary :
6. Home town 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 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 :
10. Single rail fare / bus fare / air fare from the headquarters to home town / place of visit by shortest route :
11. Persons in respect of whom LTC is proposed to be availed:

SL. No.	Name and Age	Relationship

12. Amount of advance required : 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 lumpsum.

Date:.....

(Signature of the employee)

### **CHECK-LIST** (For use in Office)

1. Particulars in Cols. 1 to 6 verified :
2. Amount entitled for reimbursement: Rs.
3. Advance admissible (90% of amount in 2)  
Advance of Rs..... may be sanctioned.

D.A.

J.A.O. / S.O.