

APPLICATION FOR GRANT OF LTC ADVANCE

1. Name of the Government Servant :
2. Designation :
3. Emp. Code No. :
4. Telephone / Intercom No. :
5. E-Mail address :
6. Date of entering the Central
Government service :
7. Pay :
8. Whether Permanent or Temporary :
9. (a) Home Town as Recorded in the
Service Book :
- (b) Nearest Railway Station :
10. Whether wife / husband is employed : **YES / NO**
& if so whether entitled to L.T.C. : **YES / NO**
11. Whether the concession is to be : **YES / NO**
availed for visiting home town, **Block Year.....**
and if so Block Year for which
L.T.C. is to be availed.
12. If the concession is to visit : **Place.....**
"ANYWHERE IN INDIA", name the place
to be visited and Block Year for **Block Year**
which L.T.C. is to be availed. :
13. Nature of leave from to

OR

* Proposed date for onward journey & :

Proposed date for return journey :

14. Single Rail/Bus fare from the :

Headquarter to Home Town/place

of visit by shortest route.

15. Persons in respect of whom L.T.C. is proposed to be availed :-

S.No.	Name	Age	Relationship

16. Amount of advance required Rs.

17. 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 10 days of the receipt of the advance, I undertake to refund the entire advance in one lumpsum.

Dated :

(Signature of the applicant)

* Applicable in case of advance required for family members only.

CHECK LIST (Cash and Accounts Section)

1. Amount entitled for : Fare Rs.X 2 X (No. of tickets)

Reimbursement

2. Advance admissible (90% of the amount i.e. Rs.)

Advance of Rs.

may be sanctioned.

Dealing Hand.

Signature of D.D.O.

CHECK LIST FOR ADMINISTRATION

L.T.C. advance to

1. Block Year / Calendar Year :
2. Home Town / A place anywhere in India :
3. a) For whom advance is applied for :
b) Total number of persons :
4. Specific grounds warranting sanction :
for both/ onwards/ return journey of
advance under Rule G.F. 235 (2) (iii) (a)
5. Leave application received : **Yes / No**
6. Amount of advance : **Rs.**
7. Temporary / Permanent :
8. If temporary (Surety bond produced) : **Yes / No**

Necessary entry has been made in the L.T.C. Advance Register.

He/She is eligible for L.T.C. for the Block/Calendar Year

We may sanction the advance as per fair sanction letter placed below for approval & signatures of
D.D. (Admn) please.

Dealing Hand

(Section Officer)

D.D. (Admn)