

APPLICATION FORM FOR GRANT OF LTC ADVANCE

1. Name of the Govt. servant :
2. Designation :
3. Date of entering the Central Govt. Service :
4. Grade 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 from the headquarters to home town/place of visit by shortest route :

11.	Persons in respect of whom LTC is proposed to be availed:	:	
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Sl.No	Name and Age	Relationship
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- 1.
- 2.
- 3.
- 4.

12. Amount of advance required :

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