

APPLICATION FORM FOR GRANT OF L.T.C. ADVANCE

1. Name of the Govt. servant
2. Designation
3. Date of entering the Central Govt. 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 LTD
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 route
11. Persons in respect of whom LTC is proposed

S.No. **Name & Age**

Relationship

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 of Applicant