

Government of India
Ministry of Urban Development & Poverty Allevation

APPLICATION FOR GRANT OF L.T.C. 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 :-

Sl. No	Name	Date of Birth	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.