

OFFICE OF THE DISTRICT & SESSIONS JUDGE
LEAVE TRAVEL CONCESSION/HOME TOWN (ADVANCE)

1. Name of the Govt. Servant :
2. Father/Husband Name :
3. Designation :
4. Date of Joining :
5. Present Basic Pay :
6. Whether Permanent or Temporary :
7. Home Town as recorded in the :
Service Book
8. Whether Wife/Husband is employed :
If so, whether entitled to LTC
9. Whether the concession is to be :
availed for visiting Home Town and
if so block for which HTC is to be availed:
10. (a) Whether the concession is to visit :
anywhere in Indian the place to be visited :
- (b) Block for which to availed :
11. Single Rail Fare/Bus Fare/ Air Fare from: Rs..... for one person/
the Headquarter to Home Town/Place to one side upto
be visit by shortest route (with class)(Place)
By Air/I AC/ II AC/ III AC/
Sleeper Class/ Bus Fare

12. Date of Journey :

13. Date of Return Journey :

14. Persons in respect of whom LTC proposed to be availed:

S.No.	Name	Age	Relationship
1.			
2.			
3.			
4.			
5.			
6.			

15. Amount of Advance required Rs. _____

I declare that particulars furnished above are true and correct to the best of my knowledge. I undertake to produce the tickets for the outward journey within the 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 from the receipt of advance. I undertake to refund the entire advance in the lump sum.

Date:

Signature
Court/Officer to which attached
With _____

Emp. Code: _____

(For use in office)

1. Particulars in column 1 to 6 verified.
2. Amount entitled for fare Rs.....X2X(No. of reimbursement.....tickets)
3. Advance admissible (90% of amount in 2)