

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

1. Name of the Government Servant
2. Designation
3. Date of entering the Central Government service
4. Present Pay
5. Whether Permanent or temporary
6. Hometown as recorded in the Service Book
7. Whether wife/husband is employed if so whether entitled to LTC
8. Whether the concession is to be availed for visiting Hometown, and if so block for which LTC is to be availed
9. If the concession is to visit "anywhere in India" places to be visited. Block for which to be availed.
10. Single Air/rail/bus fare from the Headquarters to hometown/place of visit by shortest route
 - (a) Date of outward journey
 - (b) Date of inward journey
11. Persons in respect of whom LTC is proposed to be availed

Sl.No.	Name	Age	Relationship
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11. Amount of Advance required _____

12. I declare that the particulars furnished above are true and correct to the best of my knowledge, undertake to produce the tickets for outward journey within ten days of receipt of advance.

13. I certify that children/parents for whom the facility is requested for are wholly dependent on me.

14. 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 lump-sum.

Date:

Signature
Telephone No.