

Application form for grant of L.T.C. Advance

1. Name of Govt. Servant :
2. Designation :
3. Date of entering the Central Govt. Service :
4. Present Pay :
5. Whether permanent or temporary :
6. Home Town as recorded in Service Book :
7. Whether Wife/Husband is employed and if so whether entitled to L.T.C. :
8. Whether concession is to be availed for visiting Home Town and if so block for which L.T.C. is to availed :
9. (a) If the concession is to visit “any where in India”, the place to be visited. :
- (b) Block for which to be availed :
10. Single Rail fare/ Bus fare from the Head Quarter to Home Town/Place of visit by shortest route :
11. Date of commencement of the Journey :
12. Persons in respect of whom L.T.C. is proposed to be availed

Sl. No. Name and age

Relationship

Amount if advance required

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 ten days of receipt of the advance.

In the event of cancellation of journey or if I fail to produce the Tickets within ten days of receipt of the advance, I under take to refund the entire advance in one lumpsum.

Date:-

Signature of Govt. Servant

(for use in office)

CHECK LIST

1. Particulars in Col. 1 to verified

2. Amount entitled for reimbursement

(Fare Rs. x2x (No. of Tickets)

3. Advance admissible (90% of amount in 2)

Rs.

4. Advance of Rs. (Rupees)

May be sanctioned.

SR. AUDITOR

ASS. AUDIT OFFICER

SR. AUDIT OFFICER

Sanctioned

Director of Audit