

Application Form for grant of LTC Advance

1.	Name of the Government Servant				
2.	(i) Designation (ii) Section	(i) (ii)			
3.	(i) Date of entering into Service (ii) Whether permanent or temporary	(i) ___ / ___ / _____ (ii) Permanent / Temporary			
4.	Basic Pay				
5.	(i) Whether wife / husband is employed (ii) If YES, then, whether entitled to LTC	(i) YES / NO (ii) YES/NO/Not Applicable			
6.	Home Town as recorded in the Service Book				
7.	Concession to be availed for:				
(a)	(i) Visit to Home Town (ii) Block Year to be availed	(i) YES / NO (ii)			
(b)	Concession to be availed for: (i) Anywhere in India (ii) Declared place of visit (iii) Block Year to be availed	(i) YES / NO (ii) (iii)			
8.	Persons in respect of whom LTC is proposed to be availed	Sl. No	Name	Age	Relationship with the applicant
9.	(i) Single air / rail / bus fare (inclusive all) from the Headquarters to Home Town/declared place of visit by the shortest direct route (ii) Total Fare: (i) x no. of persons	(i) Rs. (ii) Rs.			
10.	Amount of advance required [90% of total amount at 9 (ii)]	Rs.			
11.	Date of outward and inward journey				
12.	Whether Leave Encashment required for the LTC purpose.				
13.	Prior no. of chances leave encashment availed				
14.	Kind & period of leave sanctioned				
15.	Remarks, if any				

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 lump sum.

Date:-

Signature of the Government Servant