

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

CERTIFICATE TO BE GIVEN BY THE GOVT. SERVANT

[Please strike out whichever is not applicable in the following statement]

I have not submitted any other advance/reimbursement claim so far towards Leave Travel Concession (LTC) in r/o the block year _____ for myself and/or my family members.

1. I have/have not drawn any other advances in respect of journey performed by me/my wife and children. The current advance/reimbursement claim is in respect to the journey to be performed/already performed by my wife/myself with child/children in respect of the block year _____, none of whom has traveled or will travel with the party on earlier occasion or on this occasion.

3. This advance/reimbursement claim is in respect of the journey to be performed/already performed by my wife and child/children to the declared place viz., _____ during the block year _____ (All India). None of them has availed of this concession earlier relating to the said block year.

4. This advance/reimbursement claim is in respect of the journey to be performed/already performed by my wife and child/children to the declared home town viz., _____ during the block year _____ (Home Town). None of them has availed of this concession earlier relating to the said block year.

5. Since all the members of my family are living away from place of work, this advance/reimbursement claim is in r/o of the journey to be performed/already performed by me to visiting home town in the year _____, as in that case LTC is admissible once in every year of the prescribed block for visiting home town.

6. That my husband/wife is employed/is not employed in Government Service and LTC has/has not been availed of by him/her separately for himself/herself or for any of the family members for the concerned block of two years.

7. Certified that my wife/husband for whom LTC is claimed by me is employed/is not employed in _____ (Name of the Public Sector Undertaking/Corporation/Autonomous body etc.), which provides/does not provide LTC facilities. He/She has/has not preferred and will/will not prefer any claim on this behalf from his/her employer.

Signature of Government Servant _____