

APPLICATION FOR L.T.C. ADVANCE

01. Name of the Official (in BLOCK letters) :
02. (a) Designation and :
(b) Permanent or Temporary :
(If not Permanent, Surety to be enclosed with the application) :
03. Office and Section to which attached :
04. Basic Pay :
05. Date of Appointment in the Department :
06. Place of Home town as declared in the Service Book :
07. Particulars of L.T.C. availed for previous Block years :
08. Block year for which now proposed to avail :
09. Whether avails CL or EL :
10. Whether LTC advance already taken, has been Settled in full or pending settlement :
11. Place of visit (farthest point) :
12. Proposed date of onward journey :
13. Proposed date of return :
14. Particulars of Family Members availing the facility :

Sl.No	Name	Relationship	Age	Whether dependent

15. Class of accommodation proposed to be availed in the Railway Journey :
16. Amount of Advance required :
17. The Office in which the souse of Government Servant is employed :
18. If the spouse is eligible for LTC or similar concession from his employer whether declaration has been given that he/she will not claim L.T.C himself/herself and family, from his/her office :

Date: _____

Signature of the Applicant

Name: _____
Designation: _____
Section: _____