

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. Home Town as recorded in the Service Book:
7. Whether wife/husband is employed and if so whether entitled to LTC :
8. Whether the concession is to be availed for visiting: Home Town, and if so block for which LTC is to be availed.
9. a) If the concession is to visit "anywhere in India" : the place to be visited.
b) block for which to be availed:
c) Date of outward journey:
d) Expected date of return journey:
e) nature and period of leave sanctioned:
10. Single rail fare/bus fare from the Headquarters to: Home Town/Place of visit by shortest route
11. Persons in respect of whom LTC is proposed to be : availed.

<u>Sl.</u>	<u>Name & Age</u>	<u>Relationship</u>
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No.

12. Amount of Advance required:

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 onward journey within 10 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.

Signature

CERTIFICATES TO BE GIVEN BY THE GOVT.SERVANT

1. I have not submitted any other claim so far for Leave Travel Concession in respect of myself or my family members in respect of the block of two years 19..... and 19.....

2. I have already drawn TA for the Leave Travel Concession in respect of a journey performed by me/my wife withchildren. This claim is in respect of the journey performed by my wife/myself with children none of whom travelled with the party on the earlier occasion.

3. The journey has been performed by me/my wife with children to the declared `hometown', viz.....

4. That my husband/wife is not employed in Government service

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

Signature of the Government Servant

PROFORMA

PARTICULARS REGARDING FAMILY

SI No.	Name of family member.	Relationship with Govt	Date of birth	Marital status in case of major son's daughter's brother & sisters	Whether employed anywhere	Whether residing dependant on, Govt. Servant	Remarks
*							

DECLARATION

I solemnly declare that the above particulars, furnished by me are true to the best of knowledge and belief.

Signature of Govt.

Servant _____

Designation _____