

## Application form for grant of LTC advance

<b>1.</b>	Name of the Government Servant		
<b>2.</b>	Designation		
<b>3.</b>	Date of entering the Central Government Service		
<b>4.</b>	PAY + SI + NPA		
<b>5.</b>	Whether permanent or temporary		
<b>6.</b>	Home Town as recorded in the Service Book		
<b>7.</b>	Whether wife / husband is employed and if so whether entitled to LTC		
<b>8.</b>	Whether the concession is to be availed for visiting home town and if so block for which LTC is to be availed.		
<b>9.</b>	(a) If the concession is to visit anywhere in India, the place to be visited. (b) Block for which to be availed.		
<b>10.</b>	Single rail fare/bus fare from the headquarters to home town/place of visit by shortest route.		
Persons in respect of whom LTC is proposed to be availed.			
<b>11.</b>	<b>S.No</b>	<b>Name</b>	<b>Age</b>
	<b>1.</b>		
	<b>2.</b>		
	<b>3.</b>		
	<b>4.</b>		
	<b>5.</b>		
	<b>6.</b>		
<b>12.</b>	Amount of advance required.	Rs.	

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 Government Servant.**