**APPLICATION FOR GRANT OF LTC ADVANCE**

1. Name of the Government Servant :

2. Designation :

3. Emp. Code No. :

4. Telephone / Intercom No. :

5. E-Mail address :

6. Date of entering the Central :

Government service

7. Pay :

8. Whether Permanent or Temporary :

9. (a) Home Town as Recorded in the :

Service Book

(b) Nearest Railway Station :

10. Whether wife / husband is employed : **YES / NO**

& if so whether entitled to L.T.C. : **YES / NO**

11. Whether the concession is to be : **YES / NO**

availed for visiting home town, **Block Year………………………………………….**

and if so Block Year for which

L.T.C. is to be availed.

12. If the concession is to visit : **Place…………………………………………………**

"ANYWHERE IN INDIA", name the place

to be visited and Block Year for **Block Year ………………………………………..**

which L.T.C. is to be availed. :

13. Nature of leave ........................... from .................................. to .................................

OR

\* Proposed date for onward journey & :

Proposed date for return journey :

14. Single Rail/Bus fare from the :

Headquarter to Home Town/place

of visit by shortest route.

15. Persons in respect of whom L.T.C. is proposed to be availed :-

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No.** | **Name** | **Age** | **Relationship** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

16. Amount of advance required Rs. ...........

17. 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 10 days of the receipt of the advance, I undertake to refund the entire advance in one lumpsum.

**Dated : (Signature of the applicant)**

\* Applicable in case of advance required for family members only.

CHECK LIST (Cash and Accounts Section)

1. Amount entitled for : Fare Rs. ......X 2 X (No. of tickets)

Reimbursement

2. Advance admissible ( 90% of the amount i.e. Rs. ...........)

Advance of Rs. ...............................................

may be sanctioned.

**Dealing Hand. Signature of D.D.O.**

**CHECK LIST FOR ADMINISTRATION**

L.T.C. advance to ………………………………………………………………………………………………………..

1. Block Year / Calendar Year :

2. Home Town / A place anywhere in India :

3. a) For whom advance is applied fo r :

b) Total number of persons :

4. Specific grounds waranting sanction :

for both/ onwards/ return journey of

advance under Rule G.F. 235 (2) (iii) (a)

5. Leave application received : **Yes / No**

6. Amount of advance **: Rs.**

7. Temporary / Permanent :

8. If temporary (Surety bond produced) : **Yes / No**

Necessary entry has been made in the L.T.C. Advance Register.

He/She is eligible for L.T.C. for the Block/Calender Year ...............

We may sanction the advance as per fair sanction letter placed below for approval & signatures of

D.D. (Admn) please.

**Dealing Hand (Section Officer)**

**D.D. (Admn)**