

Application form for grant of LTC advance

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1.	Name of the Government Servant.			
2.	Designation			
3.	Date of entering the Central Government Service			
4.	PAY + SI + NPA			
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.			
10.	Single rail fare/bus fare from the headquarters to home town/place of visit by shortest route.			
11	Person in respect of whom LTC is proposed to be availed			
	S.No.	Name	Age	Relationship
	1.			
	2.			
	3.			
	4.			
	5.			
6.				
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 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

APPLICATION FOR AVAILING OF LEAVE TRAVEL CONCESSION

1. Name of the Officer/Employee : _____
2. Post held : _____
3. Date of appointment in the present service : _____
4. Period during which LTC is proposed to be availed of (In case of self please indicate whether leave has been sanctioned). : _____
5. Block of years for which LTC is Proposed to be availed of : _____
6. Detail of LTC to be availed of :
 i) Whether for visiting home town
 ii) Whether for visiting any place in India
 iii) In case of (ii) above the place to be visited
7. Member of family for whom LTC Is to be availed of : _____
 i) Names of family members with present age
 ii) Relationship with the applicant.
8. i) when LTC was availed of last ? : _____
 (Indicate the block years for which LTC Was availed of and the period during which It was availed of).
 ii) If any sanction for the grant of LTC was issued, please quote its No. and date : _____

It is clarified that the leave travel concession for the block years being claimed above was not availed of previously.

It is further certified that the members of family for whom LTC is being claimed are residing with me.

Place :
 Dated :

Signature of applicant
 Designation

