

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. Basic Pay :
5. Order No. And Date :
6. Whether permanent or temporary :
7. Home Town as recorded in the service book :
8. Whether wife / husband is employed and if
so entitled to LTC :
9. LTC concession is to be availed for Home Town,
and if so block for which it is to be availed :
10. (a) If the concession is to be visit “anywhere
in India” the place to be visited :
- (b) Block for which to be availed :
11. Single rail fare/ bus fare from the headquarters
to home town / place of visit by shortest route :
12. Persons in respect of whom LTC is Proposed to
be availed :

S.No.	Name	Age	Relationship
1.			
2.			
3.			
4.			
5.			
6.			

13. 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 10 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 receipt of advance, I undertake to refund the entire advance in on lump sum.

Date

Signature