

**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 availed for visiting home town, and if so Block Year for which L.T.C. is to be availed. : **YES / NO**  
**Block Year**.....
12. If the concession is to visit "ANYWHERE IN INDIA", name the place to be visited and Block Year for which L.T.C. is to be availed. : **Place**.....  
**Block Year** .....
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 for :
- b) Total number of persons :
4. Specific grounds warranting 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/Calendar 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)**