

APPLICATION FORM FOR GRANT OF LTC/ADVANCE.

1. Name of the Government Servant :-
2. Designation :-
3. Date of Entering the Govt. Service :-
4. Whether permanent or temporary :-
5. Present Pay :-
6. Home Town as recorded in the Service book. :-
7. Whether wife/husband is employed and if so whether entitled to L.T.C. :-
8. Whether the concession is to be availed for visiting for which LTC. is to be availed. :-
9. (a) If the concession is to visit any where in India the place to be visit. :-
10. Single/Airfare/Bus fare from the head quarter to home town/place of visit by shortest routes. :-
11. No of Person in respect of whom LTC. is proposed to be availed. :-

Sl.No.	Name of person	Relationship	Age.

12. Amount of Advance required :- Rs. (Rupees) only I declared 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 30 days from the date of back journey.

In the event of cancellation of the journey or if I fail to produce the tickets within 30 days of receipt of advance I undertake to refund the entire advance in one lump sum.

Date :

Signature/ Designation./ Office Name.

(CHECK LIST)

1. Particulars in Col. No. 1 to 6 are verified :-
2. Amount entitled for re-imbusement for Fare i.e. 'tro and fro' journey Rs. X 2 :- Rs.
(No of tickets)
3. Advance admissible (75% of amount is 2) Advance of Rs./- may be sanctioned.

Signature of D.D.O.

Or.

The Advance is not admissible since

- 1) The official has not completed the Minimum service
- 2) The official has not utilized the earlier advance for the L.T.C/HTC which was not refunded by the official in time but subsequently recovered with/without penal interest.

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D.A.O.

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S.O.