APLICATION 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


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 anywhere in India the place to be visited.

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.

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Name of person</th>
<th>Relationship</th>
<th>Age</th>
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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-imbursement for Fare i.e. 'to 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.

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.

.................................
D.A.O.

.................................
S.O.

<3.C.ROY/LTC>