**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 “any where 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. | Persons in respect of whom LTC is proposed to be availed | : ………………………………………………….. |
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| **Sl No** | **Name and age** | **Relationship** |
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| 12. | Amount of advance required  |  Rs. |
|  | 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 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 lumpsum. |
| **Date Signature****CHECK-LIST**(For use in office) |
| 1. | Particulars in Cols. 1 to 6 verified | : |
| 2. | Amount entitled for reimbursement. | : |
| 3. | Advance admissible (90% of amount in 2)Advance of Rs. ……………. may be sanctioned | : Rs. |
|  **Bill Clerk AAC** |