**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 | | : ………………………………………………….. | |
| |  |  |  | | --- | --- | --- | | **Sl No** | **Name and age** | **Relationship** | |  |  |  | | | | | |
|  |  |  | | |
| 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** | | | | |