

APPLICATION FOR GRANT OF L.T.C. (ALL INDIA/HOME TOWN) ADVANCE

- 1. Name of the Government Servant :
- 2. Designation :
- 3. Date of entering the Central Government service :
- 4. Present pay :
- 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 L.T.C. :
- 8. Whether the concession is to be availed for
visiting hometown and if so block year for
which L.T.C. is to be availed. :
- 9. a) If the concession is to visit anywhere 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. Family members in respect of whom L.T.C. is
proposed to be availed :

Sl. No	Name	Age	Relationship with Govt. Servant

- 12. Amount of advance required :
- 13. Date of Outward Journey :
- 14. Date of Inward Journey :
- 15. Nature and period of leave sanctioned :

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 ten days of receipt of advance, I undertake to refund the entire advance in one lumpsum.

Station:
Date:

Signature