

Application Form for grant of LTC Advance

1. Name/ Designation of the Government Servant : _____
2. Date of entering the Govt. Service: _____
3. Basic Pay: Rs. _____ Pay Label: Rs. _____
4. Whether permanent or Temporary: _____
5. Home Town as recorded in Service Book: _____
6. Whether wife/ Husband is employed: _____
And if so whether entitled to LTC.
7. (a) whether the concession is to be availed for visiting home town, and if so block for which LTC is to be availed: _____
(b) Nearest Railway Station: _____
8. (a) if the concession is the visit "anywhere in India" the place to be visited: _____
(b) Block Year for which to be availed: _____
(c) Nature of Leave : _____ from _____ to _____
9. Single Rail fare/ Air fare / bus fare from the headquarter to home town / place of visit by shortest route : Rs. _____
10. Amount of advance required: Rs. _____
11. Date of outward Journey: _____
12. Persons in respect of whom LTC is proposed to be availed:

Sl. No.	Name	Age & Date of Birth	Relationship
1			
2			
3			
4			
5			

I declare that the particular furnished above are true and correct to the best of my knowledge. I also hereby declare that as on date I have not booked any ticket and I undertake to produce the tickets for the journeys within ten days of receipt of the advance.

(ii) I hereby undertake that my wife/husband has not claimed LTC reimbursement /Advance for the block year mention under column 8 (b) above.

(iii) In the event of cancellation of the journey or if I fail to produce the tickets within ten days of receipts of advance. I undertake to refund the entire advance in one lump sum.

(iv) In case of travel by Air, I will travel by the cheapest economic fare ticket as per D/o Exp. (M/o Finance) OM No. 7(1)/E.Coord/2008 dated. 10.11.2008 and amendment issued onwards.

Name of the Bank: SB A/c No.

Branch MICR Code:IFSC Code

Date: _____

Signature

Section _____

Mobile / Auto No. _____