**APPLICATION FOR GRANT OF L.T.C. ADVANCE**

1. Name of the Government Servant :

2. Designation :

3. Account No. :

4. Telephone / Intercom No. :

5. E-Mail address :

6. Date of entering the Central :

Government service

7. Pay :

8. Whether Permanent or Temporary :

9. (a) Home Town as Recorded in the :

Service Book.

(b) Nearest Railway Station :

10. Whether wife / husband is employed : YES /NO

& if so whether entitled to L.T.C. : YES / NO

11. Whether the concession is to be : YES / NO

availed for visiting home town, **Block Year** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

and if so Block Year for which

L.T.C. is to be availed.

12. If the concession is to visit : **Place** :

"ANYWHERE IN INDIA", name the place

to be visited and Block Year for **Block Year** :

which L.T.C. is to be availed. :

13. Nature of leave: EL.. from to

OR

\* Proposed date for onward journey & :

Proposed date for return journey :

14. Single Rail/Bus fare from the :

Headquarter to Home Town/place

of visit by shortest route.

15. Persons in respect of whom L.T.C. is proposed to be availed :-

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Sl.No Name Age Relationship

**1.**

**2.**

**3.**

**4.**

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16. Amount of advance required **Rs.**

17. 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 10 days of the receipt of the advance, I undertake to refund the entire advance in one lump-sum.

**Dated : (Signature of the applicant)**

**CERTIFICATE TO BE GIVEN BY THE GOVT. SERVANT**

1. I have not submitted any other claim so for Leave Travel Concession in respect of myself or my

family members in r/o the block of the years…………………………………and…………………

2. I have already drawn TA for the Leave Travel Concession in respect of journey performed by

me/my wife with……………………………..children. The claim is in respect to the journey performed

by my wife/myself with ……………………………children none of whom traveled with the party on

the earlier occasion.

3. I have not already drawn TA for the Leave Travel Concession in respect of a journey performed

by me/my wife with……………………………..children/………………………children in respect of the

block of two years……………………………..and ………………………………..This claim is in respect of

the journey performed by my wife with……………………………..children/………………………children

none of whom availed of the concession relating to that block.

4. I have already drawn TA for the Leave Travel Concession in r/o a journey performed by me in

the year………………………………………in r/o of block of two

years…………………………and…………………….. This claim is in r/o of the journey performed by me

in the year……………………………………..This is against the concession admissible once every year

in a prescribed block for visiting home town as all the members of my family are living away

from place of work.

5. The journey has been performed by me/my

wife……………………..children/……………………………………..children to the declare home town

viz………………………………………………

6. That my husband/wife is not employed in Government.

That my husband/wife is employed in Government Service and the concession has not been

availed of by him/her separately for himself/herself or for any of the family members for the

concerned block of two years.

7. Certified that my wife/husband for whom L.T.C. is claimed by me is employed in

…………………………………………………………………………….(Name of the Public Sector

Undertaking/Corporation/Autonomous body etc.) which provides Leave Travel Concession

facilities but he/she has not preferred and will not prefer, any claim in this behalf from his/her

employer.

8. Certified that my wife/husband for whom L.T.C. is claimed by me is not employed in any Public

Sector Undertaking/Corporation/Autonomous body financed wholly or partly owned by the

Central Government Local Body which provides L.T.C facilities to its employees and their

Families.

**Signature of Government Servant**