**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 :

 "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)**