

**Government of India
Ministry of Law and Justice
Department of Legal Affairs**

Application Form for grant of LTC Advance

1. Name of the Government servant :
2. Designation :
3. Date of entering the Central Government Service:
4. Present pay +NPA+SI (Pl. specify **Grade 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 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 "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. Persons in respect of whom LTC is proposed to be availed:

Sl. No.	Name and age	Relationship

12. Amount of advance required Rs.

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 lump sum.

Date:

Signature