

**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 (mention MATRIX LEVEL):
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.

13 Bank account number..

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

Proforma for self-certification by the Government employee

I Sh./Smt./Kr. (Name of the Govt. servant) wish to confirm that I am availing (Home Town/ Any Place in India) LTC in respect of self/ family member(s) for the block year to visit (Place of visit) during..... (dates of journey). It is stated that I or the family member for whom I wish to avail LTC has/have not availed of the same before in the present block.

2. The Particulars of members of family in respect of whom the Leave Travel Concession is being claimed are as under:

Sl. No.	Name(s)	Age	Relationship with the Govt. servant

3. It is certified that the above facts are true and any false statement shall make me liable for appropriate action under Rule 16 of CCS(LTC) Rules, 1988 and the relevant disciplinary rules.

* N.B.: The Government employee may share interesting insights and pictures, if any, of the destination visited while availing LTC on an appropriate forum.