

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 basic pay and level in the pay matrix	
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.	If the concession is to visit "anywhere in India", the place to be visited. Block for which to be availed	
10.	Type of leave availed with dates	
11.	Dates of the Journey	From To
12.	Single person Rail/bus/air fare from the headquarters to home town/place of visit by the shortest route (enclose tentative fare details)	

13. Persons in respect of whom LTC is proposed to be availed:

Sl. No.	Name of family member	Age	Relationship

14. Amount of advance required Rs. _____

15. Bank Account No./Bank/IFSC Code _____

I hereby 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. I will submit the claim of LTC within 30 days after returning from the journey. If journey is cancelled or I fail to produce the tickets within ten days of receipt of advance and the claim not submitted by me within 30 days from the date of return from the journey, I undertake to refund the entire advance amount alongwith the interest in one lump sum.

Date:

Place:

Signature with Seal