

APPLICATION FOR LEAVE TRAVEL CONCESSION ADVANCE

1. Name of the Govt. servant
2. Designation
3. Date of entering central Govt. service
4. Present pay
5. Whether permanent or temporary
6. Home town as recorded in the S.B.
7. Whether wife/husband is employed and if so whether entitled to LTC
8. Whether the concession is to be availed For visiting H.T. and if so lock for which LTC is to be availed.
9. (a) If the concession is to visit any where in India the place to visited.
(b) Block for which to be availed singhel.
10. Rail/Bus fare from the H.Q to Place of visit by shortest route.
11. Details of journey to be undertaken tentatively as follows: -

Name of the place and date of Departure and arrival	By Rail/road	Class of Accommodation	Distance in Kms.

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

Sl. No	Name	Age	Relationship

13. Amount of advance required:

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 of the Govt. Servant