

**SECTION XX
FORM -1**

Application Form for grant of L.T.C. advance.

1.	Name of the Govt. servant	
2.	Designation	
3.	Date of entering the Central Govt. service	
4.	Present pay	
5.	Whether permanent or temporary	
6.	Hometown as recorded in the Service Book	
7.	Whether wife/husband is employed and if so whether entitled to L.T.C.	
8.	Whether the concession is to be availed for visiting Hometown, and if so block for which L.T.C. 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 hometown/place of visit by shortest	
11.	Persons in respect of whom L.T.C. is proposed to be availed	
	<u>Sl. No.</u>	<u>Name and age</u>
		<u>Relationship</u>
	1	
	2	
	3	
	4	
12.	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:

Designation:

Application for Leave Encashment

1.	Name of the Govt. servant	
2.	Designation	
3.	Date of entering the Central Govt. service	
4.	Present pay	
5.	Whether permanent or temporary	
6.	Whether wife/husband is employed and if so whether entitled to L.T.C.	
7.	Whether the concession is to be availed for visiting Hometown, and if so block for which L.T.C. is to be availed.	
8.	(a). if the concession is to visit "anywhere in India", the place to be visited	
	(b). Block for which to be availed	
9.	No. of E/L on credit :	
10	Nos of Days on E/L	
11	Nos of Days proposed to be encashed	

Date:

Signature:

Designation:



**OFFICE OF THE ACCOUNTANT GENERAL (AUDIT),
MANIPUR, IMPHAL -795001**

Estt (Audit)/Order No.

Dated

Sanction is hereby accorded to an amount of Rs.....
(Rupees) only being the revised calculation of Leave
Encashment of 10 days Earned Leave during LTC payable to
Shri.....

[Authority:- D A G's order datedat P/ ^N of
file No. Estt (Au)/PF/]

Audit Officer (Admn).

Memo No. Estt(Au)/

Dated

Copy to:-

1. Secretary to Accountant General (Audit).
2. PA to Deputy Accountant General (Audit).
3. PAO (Local), O/o the Sr. DAG (A&E), Manipur, Imphal .
4. Shri.
5. Service Book concerned.
6. Office order file.

Audit Officer (Admn).