

**APPLICATION FORM FOR ADVANCE LEAVE TRAVEL**  
**CONCESSION**

(All the columns from Sr. No. 1 to 19 should invariable be filled by the applicant)

1. Name in full .....
  2. Designation & Section .....
  3. If Quasi Permanent / Temporary  
Surety bond should be attached .....  
If permanent, please state 'Permanent'
  4. Pay & Pay Level .....
  5. Amount of Advance required  
(Give full details of Calculation) .....
  6. Place of Visit .....
  7. Whether availing Home Town  
Concession or any place in India  
Concession. ....
  8. Its distance from HQs. ....
  9. Indicate the two year/four year  
block period against which L.T.C  
is proposed to be availed .....
  10. Period & nature of leave .....
  11. Date of commencement of Journey .....
  12. Whether wife/Husband of employed .....
  13. If employed certificate regarding  
L.T.C not availed from the office  
concerned is attached. ....
  14. Name of the Home Town .....
  15. Details of the last two  
consecutive concession of visit to  
Home town / Any place in India etc. ....
- Two years block Nature of L.T.C**
- 1) .....
  - 2) .....
16. Whether any advance is  
outstanding on account of L.T.C. ....



17. I certify that I undertake to refund the amount of advance the journey does not commence with thirty days of its journey or if the tickets are not purchase within ten days / if the journey is not performed within 60 days of drawal, in case the advance is drawn sixty days before the commencement of the journey.
18. I certify that the member of the family for whom LTC advance is asked for are dependent on me and are residing with me.
18. (a). I certify that my father's /mother's income from all sources including pension does not exceed Rs. 1500/-p.m. (Excluding Dearness Relief) and they are wholly dependent on and residing with me.
19. Names, age and relationship of persons visiting the place names for whom L.T.C. is claimed.

Sr. No.	Name & Designation	Age	Relationship

Signature of the Applicant  
Countersigned

Sr. Audit Officer / Sr. DAG

Checked and found correct. An advance of Rs. \_\_\_\_\_ as against Rs. \_\_\_\_\_ applied for may be sanctioned to shri/smt. \_\_\_\_\_ For L.T.C. (Any place in India / Town) Block year \_\_\_\_\_.

A.A.O. (Admn.)

Sr. A.O. (Admn.)

Sr. D.A.G. (Admn.)

Folio No. \_\_\_\_\_

Drawn vide Bill No. \_\_\_\_\_

Date: \_\_\_\_\_ LTC

SR No. \_\_\_\_\_

Registered at page No. \_\_\_\_\_

A.A.O. / OE - I



## **Proforma for self – certification by the Government employee**

I sh. / smt. /Ku. .... (Name of the Govt. servant) wish to confirm that I am availing ..... (Home Town/ any place of India) LTC in respect of self / family member(s) for the block year .....to visit ..... (Place of visit) during ..... (Date of journey). It is stated that I or the family member for whom I wish 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 Govt. servant

3. It is certified that the above facts are true and 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 insight and picture if any of the destination visited while availing LTC on an appropriate forum.