

APPLICATION FOR L.T.C. ADVANCE

1. Name of the Official (in Block letters) :
2. (a) Designation and :
- (b) Permanent or Temporary (If not permanent, Surety Bond from a permanent official to be enclosed with the application). :
3. Office & Section to which attached :
4. Basic Pay :
5. Date of appointment in the Deptt. :
6. Place of Hometown as declared in the service book :
7. Particulars of L.T.C. availed for previous Block years :
8. Block year for which now proposed to avail :
9. Whether avails CL or EL :
10. Whether L.T.C. advance already taken has been settled in full or pending settlement :
11. Place of visit (farthest point) :
12. Proposed date of onward journey :
13. Proposed date of return journey :
14. Particulars of family members availing the facility:-

Sl No.	Name	relationship	Age	Whether depnd

15. Class of accommodation proposed to availed in the Railway journey :
16. Amount of Advance required. :
17. The office in which the spouse of the Govt. Servant is employed :
18. If the spouse is eligible for L.T.C. or similar concession from his employer whether declaration has been given that he/she will not claim L.T.C. himself/herself and family, from his/her office:

Date:

Signature of the Applicant

Name _____
 Designation _____
 Section _____