

APPLICATION FORM FOR GRANT OF L.T.C ADVANCE

1. Name of the Government Servant
2. Designation
3. Date of entering the Central Government Service
4. Present Pay
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. a) If the Concession is to visit “ Anywhere in India:
the place to be visited.
b) Block for which to be availed
c) Date of Outward Journey.
d) Expected date of return Journey
e) Nature and period of leave sanctioned
- 10 Single rail fare/ Air fare/ bus fare from the Headquarter
Home Town/ Place of visit by shortest route
- 11 Persons in respect of whom LTC is proposed to be :
Availed.

Sl.No	Name & Age	Relationship
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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 onward journey within 10 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.

Signature of Govt. Servant.

CERTIFICATE TO BE GIVEN BY THE GOVERNMENT SERVANT

1. I have not submitted any claim so far for Leave Travel Concession in respect of myself or my family members in respect of the block year _____ and _____
2. I have already drawn T.A for the Leave Travel Concession in respect of a journey by me/ my wife with _____ children. This claim is in respect of the journey performed by my wife/myself with _____ children none of whom travelled with the party on the earlier occasion.
3. I have not already drawn T.A for the Leave Travel Concession in respect of a journey by me/ my wife with _____ children/ _____ children in respect of the block of two years _____. This claim is in respect of the journey performed by my wife/myself with _____ children/ _____ children none of whom availed of the concession relating to that block.
4. I have already drawn TA for the Leave Travel Concession in r/o a journey performed by me in year _____ in r/o block of two years _____ and _____. This claim is in r/o the journey performed by me in the year _____. This is against the concession admissible once every year in a prescribed block for visiting home town as all the members of my family are living away from my place of work.
5. The journey has been performed by me /my wife with _____ children, _____ children to the declared home town viz. _____.
6. That my husband/ wife is not employed in Government Service
That my husband/ wife is employed in Government service and the concession has not been availed of by him/ he secretly for himself/ herself or for any of the family members for the concerned block of two years.
7. Certified that my wife/husband for whom LTC is claimed by me is not employed in any Public Sector Undertaking/ Corporation/ Autonomous Body financed wholly or partly by the Central Government or a local body which provides LTC facilities to its employees and their families. Order Nos. 11 and 14.
8. Certified that my wife/ husband for whom LTC is claimed by me is employed in _____ (none of the Public Sector Undertaking/ Corporation/ Autonomous Body etc.) which provides Leave Travel Concession facilities but he/she has not preferred and will not prefer, any claim in this behalf to his /her employer.
9. I shall submit the adjustment bill within one month from the date of completion of return journey. In case of failure/ default, I shall be charged penal interest @ 2% above the interest chargeable on GPF on the entire amount of advance and the amount of advance will be recovered in full from my pay in terms of Rule 278(2) of G.F.R.

Signature of the Govt. Servant

PROFORMA

PARTICULARS REGARDING FAMILY

Sl.No	Name of the Family Members	Relationship with Govt. Servant	Date of Birth	Marital Status in case of Son, Daughter, Brother and Sister	Whether employed anywhere	Whether residing Dependant on Govt. Servant	Remarks

DECLARATION

I solemnly declare that the above particulars furnished by me are true to the best of my knowledge and belief

Signature of Govt. Servant

Name.....

Designation.....