

**APPLICATION FORM – GRANT OF LTC ADVANCE**

1	Name of the Government servant	
2	Designation	
3	Date of entering the Central Government service	
4	Pay Level	
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	
10	Single rail/bus fare from the headquarters to home town/place of visit by shortest route	
11	Persons in respect of whom LTC is proposed to be availed	
	Sl.No.	Relationship
	Name and age	
12	Amount of advance required (Rs.)	

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 lumpsum.

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

Signature \_\_\_\_\_

**CHECK-LIST**  
(for use in office)

1. Particulars in Cols. 1 to 6 verified
2. Amount entitled for reimbursement
3. Advance admissible (90% of amount in 12)

Advance of Rs..... may be sanctioned.

**Finance Officer**

**Chief Fin.&Adm.Officer**

**Director**