

**APPLICATION FOR L.T.C. ADVANCE , HOME TOWN / ALL INDIA
FOR THE BLOCK YEAR**

1. Name and Designation :
2. Office to which attached :
3. Length of Service :
4. Whether permanent or temporary :
(Temporary employee will furnish a security bond)
5. (a) Whether married :
(b) If married , full particulars of employer where wife / husband is working :
(c) Whether LTC facility is available :
6. Scale of pay :
7. Basic Pay :
8. Place of Proposed visit with date :
9. Particulars of the Govt. Servant & Members of his family availing of LTC.

Name	Relationship with Govt. servant	Age	Whether full or half ticket
1.			
2.			
3.			
4.			
5.			

Note :- In case of parents, brother & sister etc. dependency certificate should be enclosed.

10. Train fare from _____ to _____
Bus fare from _____ to _____
11. Nature and period of leave sanctioned / recommended for the proposed journey :
12. Amount of advance required :

(2)

DECLARATION

1. I declare that the information furnished above is true to the best of my knowledge and belief, I also declare that I have not yet availed L.T.C. for the above block.

2. I also declare that necessary ticket/ tickets for forward journey will be produced for record within 10 days of the drawal of advance failing which I shall render myself liable for payment of penal interest for the amount of advance in addition to the recovery of the whole amount of advance in one lump from my pay for the month following the month in which the advance is drawn.

Date _____

Signature of the Govt. Servant
Office/Section in which attached