

Government of India

APPLICATION FOR GRANT OF L.T.C. ADVANCE

1. Name of the Government Servant :  
 2. Designation :  
 3. Emp. Code No. :  
 4. Telephone / Intercom No. :  
 5. E-Mail address :  
 6. Date of entering the Central Government service :  
 7. Pay :  
 8. Whether Permanent or Temporary :  
 9. (a) Home Town as Recorded in the Service Book :  
 (b) Nearest Railway Station :  
 10. Whether wife / husband is employed : YES / NO  
 & if so whether entitled to L.T.C. : YES / NO  
 11. Whether the concession is to be : YES / NO  
 availed for visiting home town, **Block Year** \_\_\_\_\_  
 and if so Block Year for which  
 L.T.C. is to be availed.  
 12. If the concession is to visit : **Place** \_\_\_\_\_  
 "ANYWHERE IN INDIA", name the place  
 to be visited and Block Year for **Block Year** \_\_\_\_\_  
 which L.T.C. is to be availed. :  
 13. Nature of leave ..... from ..... to .....  
 OR  
 \* Proposed date for onward journey & :  
 Proposed date for return journey :  
 14. Single Rail/Bus fare from the :  
 Headquarter to Home Town/place  
 of visit by shortest route.  
 15. Persons in respect of whom L.T.C. is proposed to be availed :-  
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Sl. No	Name	Age	Relationship

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16. Amount of advance required Rs. ....  
 17. 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 10 days of the receipt of the advance, I undertake to refund the entire advance in one lumpsum.

**Dated :** (Signature of the applicant)

\* Applicable in case of advance required for family members only.

**CHECK LIST (Cash and Accounts Section)**

1. Amount entitled for : Fare Rs. ....X 2 X (No. of tickets)  
Reimbursement
2. Advance admissible ( 90% of the amount i.e. Rs. ....)  
  
Advance of Rs. ....  
may be sanctioned.

Dealing Hand.

Signature of D.D.O.

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**CHECK LIST FOR ADMINISTRATION**

L.T.C. advance to \_\_\_\_\_

1. Block Year / Calendar Year :
2. Home Town / A place anywhere in India :
3. a) For whom advance is applied for :  
b) Total number of persons :
4. Specific grounds warranting sanction : for both/ onwards/ return  
journey of advance under Rule G.F. 235 (2) (iii) (a)
5. Leave application received : Yes / No
6. Amount of advance : Rs.
7. Temporary / Permanent :
8. If temporary (Surety bond produced) : Yes / No

Necessary entry has been made in the L.T.C. Advance Register.

He/She is eligible for L.T.C. for the Block/Calender Year .....

We may sanction the advance as per fair sanction letter placed below for approval & signatures of D.D. (Admn) please.

**Dealing Hand**

**(Section Officer)**

**D.D. (Admn)**