## **APPLICATION FOR GRANT OF L.T.C. ADVANCE**

**1.** Name of the Government Servant :

2.	Designation	on	:							
3.		ntering the central ent service	:							
4.	Present P	ay Level & Cell	:							
5.	Home tow	n as recorded in the service book	:							
6.		wife/ husband is employed whether entitled to L.T.C.	:							
7.	visiting ho	he concession is to be availed for metown and if so block year for .C. is to be availed.	:							
8.	•	oncession is to visit anywhere in place to be visited.	:							
	b) Block for which to be availed :									
9.	Family members in respect of whom L.T.C. is proposed to be availed :									
	SI. No	Name	Age	Relationship with Govt. Servant						
10. The expected fare from the headquarters to home / place of visit by shortest route:										
	la	laverage   Mada of	Class	Fore No of Total fore						

Journey	Journey		Mode of	Class	Fare	No of	Total fare
date	From	То	Travel		per	fare	
					head		
	Grand Total						

**11.** 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.

Statio	n:						
Date	:		Signature				
		FOR C	OFFICE USE				
		nt entitled for ursement :Fare Rs.		= f tickets)			
			Or				
	The advar	nce is not admissible sir	nce:				
	The official has not completed the minimum service.						
	The official has not utilized the earlier advance for the L.T.C. which was subsequently recovered with/ without penal interest.						
	Dealing As	ssistant	Assistant (Fin)	Section Officer			
	Consultan	t (I.A.)	Finance Officer	Registrar			