

MINISTRY OF COMMUNICATIONS  
DEPARTMENT OF TELECOMMUNICATIONS  
(ADMN.IV SECTION)

APPLICATION FOR LEAVE TRAVEL CONCESSION ADVANCE

1. Name of the applicant :
2. Designation :
3. Date of entering the Central Govt. Service :
4. Present Pay :
5. Whether permanent or Temporary :
6. Home Town as recorded in the Service Book :
7. Whether husband/wife is employed in Govt. service or not, in case yes, certificate to the effect that he/she will not claim from his/her Deptt. duly ensured by the concerned Deptt. may be attached.
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. Nearest Railway Station (write in capital letters) :
11. Distance between New Delhi and the Home Town :  
place to be visited as shown in Col.6 above.
12. Period of leave from :
13. Single rail fare/bus fare from the HQ to :  
Home Town / place of visit by short routes
14. Persons in respect of whom LTC is proposed :  
to be availed

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Sl.No.	Name and Age	Relationship with the applicant
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15. Total number of tickets : .....
16. Date of commencement of the outward :  
journey
17. Likely date of completion of return :  
journey
18. Whether intention to avail of the LTC :  
has been intimated in advance, if not,  
necessary formal intimation may kindly  
be given now to Admn.IV Section
19. Amount of advance as required break up :  
of the advance
  - a) Cost of the outward journey : .....
  - b) Cost of the return journey for all :  
the persons
  - c) Total of No.I & II above : .....
  - d) LTC advance admissible (only 90% of :  
(iii) above
20. Amount of advance required : .....
21. Whether LTC was availed of during the :  
previous 2 / 4 years
22. Whether final bill in respect of the :  
previous LTC advance has been submitted  
and adjusted
23. Salary drawn from MOC/DOT/WPC/any other : .....

Signature of the Applicant

Name:

Designation :

T.No.

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.

Date:

(Signature of the applicant)

Particulars shown in columns 1 to 6, 8, 9, 12 and 14 above verified.

SO(Admn.I) / II / SEA / STG-I/  
STG -II / STG -III / Pension