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

<table>
<thead>
<tr>
<th>No.</th>
<th>Name and Age</th>
<th>Relationship with the applicant</th>
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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 Admin 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(Admin I) / II / SEA / STG-I/
STG -II / STG -III / Pension