

FORM NO.1

APPLICATION FORM FOR GRANT OF LTC ADVANCE

01. Name of the Govt. Servant :
02. Designation :
03. Dt.of entering the Central Govt. Service :
04. Pay + SI + NPA :
05. Whether permanent or Temporary :
06. Home town as recorded in the Service Book :
07. Whether wife/husband is employed and if so whether entitled to LTC :
08. Whether the concession is to be availed for visiting home town and if so block for which LTC is to be availed. :
- 09.(a) If the concession is to visit "Any where is India" the place to be visited" :
- (b) Block for which to be availed :
10. Single rail fare from the head-quarters to home town/place of visit by shortest route. :
11. Persons in respect of whom LTC is proposed to be availed :

Sl.No.	Name	Age	Relationship

12. Amount of advance required :

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 10(ten) days from the date of receipt of the advance.

In the event of cancellation of the journey or if I fail to produce the tickets within 10(ten) days from the date of receipt of advance, I undertake to refund the entire advance in one lumpsum.

Date:

Signature