

Name of Department:

APPLICATION FOR GRANT OF LTC ADVANCE

- 1. Name of the Employee :
- 2. Designation :
- 3. BMID :
- 4. Telephone / Intercom No. :
- 5. E-Mail address :
- 6. Date of entering the Corporation Service :
- 7. Pay +SI+NPA :
- 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 :-

S.No.	Name	Age	Relationship

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. (No. of tickets)

Reimbursement

2. Advance admissible (90% of the amount i.e. Rs.)

Advance of Rs.

may be sanctioned.

Signature of D.D.O.

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/Calendar Year.....

We may sanction the advance as per fair sanction letter placed below for approval & signatures of

D.D. (Admn) please.

(Section Officer)