

APPLICATION FOR LTC ADVANCE

1. Name of the applicant in full (in BLOCK letters) _____
2. Designation & Branch in which working _____
3. Basic pay + Dearness allowance (give separately) _____
4. Are you permanent or temporary or offg.
Permanent? (If temporary or offg. permanent _____
attach surety form from a permanent Govt. Servant.
5. The duration of leave sanctioned (with dates) _____
6. Full address of your Home Town or Village _____
a) with Post Office, Thana, Tehsil & District
etc. (Declared & accepted by the Govt.) _____
b) Name of place intended to visit on Bharat Darshan _____
7. No. of family members accompanying, if any, with names & age. _____

(In case of Parents, Brothers/Sisters certificate of dependency to be furnished).

8. Approximate date of commencement of journey _____
9. Name of nearest Railway Station to Home Town or Village (with distance) via shortest route. _____
10. Amount of 1st/2nd class rail fare/bus fare both ways per ticket. _____
11. Estimated amount of reimburseable fare under the LTC rules as per below :
i) Total amount of rail/bus fare (both ways) _____
ii) Estimated reimburseable amount of 100% of fare as calculated above. _____
12. Amount of advance applied for (this should be limited to 4/5th of the amount) _____
13. When did you avail of travel concession last time (give year and dates, if possible) _____

Certified that the particulars given above are correct to the best of my knowledge & belief.

It is also certified that I have not drawn travel concession for the block of Two/Four years _____ to _____.

The following documents are enclosed :

- 1) Certificate of dependency.
- 2) Reservation (by rail) ticket Nos. _____
- 3) Cash receipt No. _____ date _____ for Rs. _____
(in case of travelling by a Govt. Chartered Bus, from M/S _____)
- 4) Passengers list _____
- 5) Tour programme _____
- 6) Copy of Road permit _____
- 7) Copy of earned leave sanction. _____

UNDERTAKING: I shall refund the amount of balance within ten days from the date of advance, if the journey is not commenced on _____ as per date mentioned above.

Dated :

Signature of the applicant _____
Designation _____
Branch _____

LEAVE TRAVEL CONCESSION BILL FOR THE BLOCK YEAR

Note: This bill should be prepared in duplicate-one for payment and other for office copy

PART - A

(TO BE FILLED BY THE GOVERNMENT SERVANT)

1. Name _____ 2. Designation _____

3. Pay _____ 4. Headquarters _____

5. Nature and period of leave sanctioned from..... to.....

6. Particulars of members of family in respect of whom the LTC has been claimed

Sl.No	Name	Age	Relationship with Govt. Servant
1			
2			

8. Details of journey(s) performed by Government Servant and the members of his/her family .

Departure		Arrival		Distance (Kms)	Mode of Travel and Class of Accommodation	No. of fares	Fare Paid	Remarks
Date & time	From	Date & time	To					

9. Amount of advance, if any drawn Rs: _____

