

**FORM – 1**  
**APPLICATION FORM FOR GRANT OF L.T.C. ADVANCE**

1. Name of the Govt. Servant : \_\_\_\_\_
2. Designation : \_\_\_\_\_
3. Date of entering the MZU/service : \_\_\_\_\_
4. Present Pay : \_\_\_\_\_
5. Whether permanent or temporary : \_\_\_\_\_
6. Hometown as recorded in the Service Book : \_\_\_\_\_
  
7. Whether wife/husband is employed and : \_\_\_\_\_  
If so, whether entitled to LTC
  
8. Whether the concession is to be availed for : \_\_\_\_\_  
visiting Hometown and if so, block for  
which LTC is 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. Single railfare/busfare from the Headquarters  
To hometown/place of visit by shortest route: \_\_\_\_\_
  
11. Persons in respect of whom L.T.C. is proposed to be availed :

Sl.No.	Name & age	Relationship

12. Amount of advance required : Rs. \_\_\_\_\_

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 ten days or receipt of advance, I undertake to refund the entire advance in one lump sum.

Date: \_\_\_\_\_

Signature

**CHECK LIST (For use in office)**

1. Particulars in Col. 1 to 6 verified.
2. Amount entitled for reimbursement
3. Advance admissible (90% of amount in 2) = Rs. \_\_\_\_\_

OR

The advance is not admissible since:

1. The official has not completed the minimum service.
2. The official has not utilized the earlier advance for the L.T.C. which was subsequently recovered with/without penal interest.

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Dealing Asst.

Section Officer