

## Form – 1

### APPLICATION FORM FOR GRANT OF L.T.C. ADVANCE

1. Name of the Government Servant
2. Designation
3. Date of entering the Central Govt. Service
4. Present Pay (Pay + Spl. Allowance)
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 L.T.C.
8. Whether the concession is to be availed for visiting Hometown, and if so block for which L.T.C. is to be availed
9. (a) If the concession is to visit "Any where in India", the place to be visited  
  
(b) Block for which to be availed
10. Single rail fare / bus fare 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

Sno.	Name and age	Relationship
1.		
2.		
3.		
4.		
12. Amount of advance required                      Rs.....
13. Proposed date of Journey

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

Signature of Government Servant  
Designation

Dated :