

APPLICATION FOR L.T.C. ADVANCE

1. Name of the official (In Block Letters) _____
2. (a) Designation & Staff No. _____
 (B) Permanent or Temporary
 (if not permanent, Surety Bond from a permanent official to be enclosed with the application)
3. Unit/office to which attached _____
4. Basic pay/NFA/SI in the present Grade _____
5. Date of appointment in the Department. _____
6. Place of Hometown as declared in the Service Book _____
7. Particulars of LTC availed for previous Block years. Block year
 1) Hometown
 1i) Anywhere in India
- 7(a) Whether Husband/wife is employed.
8. Block year for which now proposed to avail. _____
8. Whether avails CL or EL (Nature of leave to be mentioned) _____
10. Whether LTC advance already taken has been settled in full or pending settlement, date of the settlement of the previous case _____
11. Place of visit (farthest point) _____
12. Proposed Date of onward journey _____
13. Proposed date of return & journey. _____
14. Particulars of family members availing the facility _____

Sl. No.	Name	Relationship	Age	Whether dependent

15. Class of accommodation proposed single rail fair to be availed in the Railway journey _____
16. Amount of advance required. _____

SIGNATURE