

APPLICATION FORM FOR GRANT OF L.T.C. ADVANE

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1. Name of the Govt. Servant :-----
 2. Designation :-----
 3. Date of Appointment :-----
 4. Basic pay :-----
 5. Whether permanent or Temp.
(attach Surety Bond if Temp.) :-----
 6. Home Town as recorded in the service book:-----
 7. Present place of posting :-----
 8. Block year for which LTC is sought : Home Town ()
All India (200 -)
 9. Name of the place of visit :-----
 10. Mileage by shortest route :-----
 11. Single Rail/Bus/Air/Ship fare
From place o posting to place :-----
of visit
 12. Nature & period o leave (Give
No. & date o memo in which leave has been sanctioned :-----
 13. Persons in r/o whom LTC is proposed
to be availed

<u>S.No.</u>	<u>Name of the persons</u>	<u>Age</u>	<u>Relations</u>
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 14. Amount of Adv. Required :-----

Contd.2

**I declare that the particulars furnished above are true and correct to
The correct to the best of my knowledge. I undertake to produce the ticket
For the outward journey with in Ten days of receipt of the advance.**

**In the event of cancellation of the journey or if I fail to produce
The ticket with in Ten days of receipt of advance. I undertake to refund
Unspent money of advance if any immediately after the completion of
The journey.**

(SIGNATURE O THE APPLICANT)

Place:-----

Date:-----

**N.B. This application must be forwarded by Station/Section-in-charge
Through concerned Asst. Director's to the Accounts Officer. In any case,
no such application will be accepted directly in Accounts Section.
This application must reach Accounts Section 30/60 days in case of Hqrs./
Out stations respectively.**

