

Application Form for Grant of LTC Advance/ Leave Encashment

1.	Name of Government Servant				
2.	Designation				
3.	Date of entering the Central Government Service				
4.	Pay + Grade pay				
5.	Whether Permanent or Temporary				
6.	Home town 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 home town and if so block for which LTC is to be availed				
9.	Leave EL, CL, RH				
10.	a) If the concession is to visit anywhere in India, the place is to be visited. b) Block for which to be availed				
11.	Single rail fare/bus/air fare from the headquarters to hometown/place of visit by shortest route. (One person one side fare)				
12.	Persons in respect of whom LTC is proposed to be availed.				
	S.No.	Name	Age, DOB	Relationship	Marital Status
					Wholly Dependent
13.	Amount of advance required				
14.	Leave Encashment				

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.

Date

Signature of Government Servant