

**SECTION XX**  
**FORM**  
**APPLICATION FORM FOR GRANT OF L.T.C ADVANCE**

1. Name of the Government Servant :
2. Designation :
3. Date of entering the Government Service :
4. Present 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 L.T.C.
8. Whether the concession is to be availed for :
9. Visiting Home Town, 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 Air fare/Rail fare/Bus fare from the head :  
Quarter to home town/place of visit by shortest  
Route.
11. Person in respect of whom L.T.C. is proposed :  
To be availed.

Sl No	Name	Age	Relation
1			
2			
3			
4			
5			
6			

12. Amount advance required :

I declare that the particulars furnished above are true & correct to the best of my knowledge. I undertake to produce the ticket 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)

