

APPLICATION FOR L.T.C. ADVANCE

1. Name and designation :
2. Staff No. & E/Code No. :
3. Unit to which attached, address :
4. Pay Bill No. :
5. Basic Pay :
6. Permanent/Temporary (Temporary official shall furnish surity from a permanent Employee) :
7. a) Whether completed one year :
b) In case of temporary official (date of completion of one year) :
8. Nature & period of leave applied for. :
9. Residential Address :
10. Farthest point of proposed journey. :
11. Expected date of commencement of out ward journey. :
12. Proposed date of completion of return journey. :
13. Declare Home Town. :
14. Whether for home town or other than home town. :
15. Block year. :
16. Whether self or family :
17. Particulars of members of family undertaking the journey.

	<u>Name</u>	<u>Age</u>	<u>Relation</u>
a)			
b)			
c)			
d)			
e)			

18. A) Whether married/Unmarried
 b) If married, whether wife/husband is employed.
 c) If employed, name/address of the employer of wife/husband indication whether he/she has availed of LTC for the members of family if it is available there.

19. Whether the members at 17 are residing with and wholly dependent upon the official (including monthly income in case of parent)

20. a) Whether journey by Rail or Bus
 b) If by Rail mention the class
 c) If by Bus mention whether the same Govt. or Private -

21. Amount of Advance required
 I declare that :-

- a) The above statements are correct to the best of my knowledge & belief.
 b) The outward journey will commence within 60 days of drawal advance.
 c) I shall submit the LTC final bill within one month from the date of completion of return journey.

I do hereby undertake (1) to produce the Railway money receipt to the drawing officer within 10 (ten) days of drawal of LTC advance failing which undertake to refund the whole amount in one lump forthwith and I further undertake to return the entire amount of advance in one instalment if the outward journey is not commenced within 60 days of drawal of advance.

- a) The proportionate amount of advance granted as per entitled class before the commencement of outward journey if it is done in a class of accommodation lower than that of.
 b) The entire portion of advance before commencement of journey in respect of members not performing the journey.
 c) The unutilised part of advance within 15 days of completion of return journey.

Date:-

 Signature of the official

Designation:
 Staff No & E/Code:
 Section & Tel.No.:

Note:-

Forwarded to SOE/St-I/LD, Cal. Telephones.

Recommendation of the controlling officer with the specific mention.

Whether:-

1. The official has already applied for leave as mention in the application and has been recommended by him/her.
2. The official has opted for availing of LTC facility during the said period of leave.

Signature:

Seal :
 Date :