

## SECTION XX

### FORMS

#### I

#### Application Form for grant of LTC advance

1. Name of the Government servant...
2. Designation                ....                ....
3. Date of entering the Central  
Government service                ...                ...
4. Present scale of 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.                ...                1998-99
9. (a) If the concession is to visit  
“anywhere in India”, the  
place to be visited  
  
(b) Block for which to be availed  
... 1998-2001
10. Single rail fare/bus fare from the  
headquarters to home town/place of  
visit by shortest route.                ...                ...

11. Persons in respect of whom LTC is  
proposed to be availed :

Sl. No.	Name and age	Relationship
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12. Amount of advance required ... Rs.

I declare that the particulars furnished above are true and 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 lumpsum.

Date

Signature

CHECK – LIST  
(For use in office)

1. Particulars in Cols. 1 to 6 verified.
2. Amount entitled for Fare Rs. x2x (No. of tickets) reimbursement
3. Advance admissible (90% of amount in 2) ..... Rs.  
Advance of Rs. .... may be sanctioned

D.A.

J.A.O./S.Q.