

## APPLICATION FOR L. T. C. ADVANCE

1. Name of the Official (In Block Letters)

2. a) Designation & Staff No.

b) Permanent or Temporary

(If not permanent, Surety Bond from a permanent official to be enclosed with the Application)

3. Unit office to which attached

4. Basic pay in the present grade

5. Date of appointment in the Department

6. Place of Hometown as declared in the Service Book

7. Particulars of LTC availed for previous Block years.

Block years

(i) Hometown

(ii) Anywhere in India

8. Block year for which now proposed to avail.

9. Whether avails CL or EL (Nature of leave to be mentioned)

10. Whether LTC advance already taken has been settled in full or pending settlement, Date of settlement of the previous case

11. Place of visit (farthest point)

12. Proposed date of onward journey.

13. Probable date of return journey

14. Particulars of the family members availing the facility:

Sl. No.	Name	Relationship	Age	Whether	Dependent
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15. Class of accomodation proposed to be availed in the Railway journey.

16. Amount of advance required.

17. The office in which the spouse of the G.S. is employed.

18. If the spouse is eligible for LTC or similar concession from his employer, whether declaration has been given that he/she will not claim LTC himself/herself and family from his/her office.

Signature .....

Designation & Staff No. ....

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