



APPLICATION FOR GRANT OF L.T.C. /H.T.C. ADVANCE

1	Name of Employee	
2	Designation	
3	Telephone/Email	
4	Date of Entering into Govt. Service	
5	Whether Temporary / Permanent	
6	Pay /Level	
7	Whether concession is to be availed for visiting to Home Town OR LTC is to be availed	
8	Block Year	
9	Home Town as per record of service Book	
10	If the concession is to visit Any where in India, Name of Place to be visited Block Year to be availed	
11	Nature & Period of Leave	Fromto
12	Proposed date of onward journey & proposed date of return journey	
13	Single Rail/Bus/Air fare from Headquarter to Home town/place of Visit by shortest route	
14	Whether wife/husband is employed & if so, whether entitled to LTC/HTC	

Persons in respect of whom LTC/HTC is proposed to be availed: -

Sl. No.	Name	Age (DOB)	Relationship

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 outward journey within ten days of receipt of advance.

In event of cancellation of the journey or if I fail to produce the ticket within 10days of the receipt of the advance. I undertake to refund the entire advance in one lumpsum.

.....
(Signature of employee)

Date :

Name.....

Check List for Administration

L.T.C /H.T.C. Advance to

- 1. Block Year
- 2. Home Town/ Place of visit
- 3. a) For whom advance applied for
 b) Total number of persons
- 4. Specific grounds warranting sanction: for both / onwards / return
 Journey of advance under GFR, Rules.
- 5. Leave application received : Yes / No
- 6. Amount of Advance : Rs.
- 7. Temporary /Permanent :
- 8. If temporary (Surely bond produced) : Yes / No

Necessary entry has been made in the L.T.C Advance register

He / she is eligible for L.T.C. for the Block / Calendar year:.....

We may sanction the advance as per fair sanction letter placed below for approval & signature of D.D. (Admn) please.

Dealing Assistant

Section Officer (Admn)

PRINCIPAL

Check List for Accounts Section

- 1. Fare Rs.....
- 2. Number of Tickets Rs.....
- 3. Amount entitled for (single journey) Rs.....

Advance of Rs.....may be sanctioned.

Dealing Assistant

Section Officer (Accounts)

BURSAR

PRINCIPAL