

APPLICATION FOR L.T.C. / HOME TOWN / ALL INDIA ADVANCE

1. Name of the official
(in block letter)
2. Whether Permanent or temporary with designation
3. Office to which attached
4. Basic pay + Grade Pay
5. Date of appointment in the Dept.
6. Place of Home Town as declared in the Service book
7. Particulars of the LT C availed for previous block years
 - (i) Home Town
 - (ii) Any Where in India
8. Block year for which now proposed to avail
9. Whether avail 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 the settlement of the previous case.
11. Place of Visit (Farthest Point)
12. Single rail fare/bus from the headquarter to Hometown/All India place of visit by shortest route.
13. Proposed date of onward journey
14. Probable date of return journey
15. Particulars of the family members availing the facility

S. No.	Name	Relationship	D.O.B	Age	Dependency as per L.T.C. Rule	Marital Status to be given as per LTC Rule
1						
2						
3						
4						
5						

- to be given in case of children of the employee

16. Amount of Advance required. **Rs.**
17. Class of accommodation proposed to be availed in the Railway Journey/by Air
18. The office in which the spouse of the G.S. is employed.

If the spouse is eligible for L.T.C. or similar concession from his employer, whether declaration has been given that he/she will not claim LTC (Home Town/All India) himself/ herself and family from his/her office.

Recommendation of the HOD

Signature of the Applicant

DECLARATION

1. I declare that the particular furnished above are true & correct as per my service records to the best of my knowledge. I undertake to produce the ticket for the outward journey within ten (10) days of receipts of the advance.
2. If there is any change in the intended place of visit he/she should intimate to the controlling officer before the commencement of the journey
3. For deciding the "dependency", income from all sources should not exceeds Rs. 1500/- P.M. the DR on pension is not to be taken in to account. – Rule 4 (d) and Explanation 5.
4. If the conditions laid down in the sanction are not complied with or if the rules granting advance for LTC have been violated , the Head of Office should charge penal interest i.e. 2% above the rate of interest allowed by Government on Provident Fund balances- Rule 15 GID (6).

Signature of the Applicant

- (a) Certified that Dr./Mr./Mrs./Miss..... is entitled to avail LTC home town/LTC all India for the Block year The details of family members as given in serial no. 15 of this form have been confirmed from the service book.
- (b) Further the declaration of the home town as given by the applicant at s. no. 6 of this form is correct as per his/her service book.

(AAO) E