**APPLICATION FOR LTC ADVANCE**

(For the Block Year of. ……………………….)

|  |  |  |
| --- | --- | --- |
| **S.No.** | **Particular** | |
| **1.** | Name of the applicant in full  (in BLOCK letters) |  |
| **2.** | Designation & Branch in which working. |  |
| **3.** | Basic Pay + Dearness Allowance (give separately) |  |
| **4.** | Are you permanent or temporary or Offg. Permanent? (If temporary or Offg. Permanent, attach surety form from a permanent Govt. Servant |  |
| **5.** | The duration of leave sanctioned (with dates). |  |
| **6.** | Full address of you Home Town or Village: |  |
| a) | With Post Office, Thana, Tehcil & District etc.  (Declared & accepted by the Govt.) |  |
| b) | Name of place intended to visit on Bharat Darshan. |  |
| **7.** | No. of family members accompanying, if any, with name & age. (in case of Parent, Brothers/Sisters certificate of dependency to be furnished). |  |
| **8.** | Approximate date of commencement of journey. |  |
| **9.** | Name of nearest Railway Station to Home Town Village (with distance) via shortest route. |  |
| **10.** | Amount of 1st /2nd class Train/Bus fare both way per. |  |
| **11.** | Estimated amount of reimbursable fare under the LTC rules as per below: |  |
| a) | Total Amount of Train/Bus fare both way per. |  |
| b) | Estimated reimbursable amount of 100% of fare as calculated. |  |
| **13.** | When did you avail the travel concession last time (give year & date which possible). |  |

**Certifies that the particular given above are correct to the best of my knowledge & belief.**

It is also certified that I have not availed travel concession for the block of Two/Four years ………………

………………………………………………………………………………………………………………………….

The following documents are enclosed:

i) Certificate of dependency.

ii) Reservation (by Train) Ticket Nos. …………………………………..

iii) Cash receipt No. …………… Date ………………… for Rs. …………………… (in case of travelling by a Govt. Chartered Bus, from M/s …………………………………………………….)

iv) Passenger list ……………………………………………………………………………….

v) Tour Programe ……………………………………………………………………………..

vi) Copy of Road Permit ………………………………………………………………………

vii) Copy of Earned Leave Sanction ………………………………………………………….

**UNDERTAKING:**

I shall refund the amount of balance within Ten Days from the date of advance, if the journey not commenced on …………………………………………… as per date mentioned above.

Dated: …………………..

**Signature of applicant**

**Designation** ……………………………………

**Branch** ….………………………………………

**Application for availing LTC (Home Town/Bharat Darshan)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No.** | **Particular** | | | |
| **1.** | Name of the Official. |  | | |
| **2.** | Designation. |  | | |
| **3.** | Place of Posting . |  | | |
| **4.** | Basic Pay. |  | | |
| **5.** | Block Year to be availed. |  | | |
| **6.** | Place to be visited  (Full Add. in cash of Home Town). |  | | |
| **7.** | Probable date of commencement of journey. |  | | |
| **8.** | Kind of leave with duration. |  | | |
| **9.** | Details of family member accompanying. | | | |
|  | .Name | | Age | Relationship |
| i) |  | |  |  |
| ii) |  | |  |  |
| iii) |  | |  |  |
| iv) |  | |  |  |
| v) |  | |  |  |
| **10.** | Block Year previously availed: |  | | |
| i) | LTC |  | | |
| ii) | HTC |  | | |

**Signature of Applicant**

**Name & Designation**

**Section/Division**

**Recommendation of**

**the Controlling Officer.**