SECTION XX
FORM
APPLICATION FORM FOR GRANT OF L.T.C ADVANCE

1. Name of the Government Servant : 
2. Designation : 
3. Date of entering the Government Service : 
4. Present 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 L.T.C. : 
8. Whether the concession is to be availed for : 
9. Visiting Home Town, and if so block for which L.T.C. is to be availed. 
9. a) If the concession is to visit “any where in India” the place to be visited. 
   b) Block for which to be availed : 
10. Single Air fare/Rail fare/Bus fare from the head Quarter to home town/place of visit by shortest Route. 
11. Person in respect of whom L.T.C. is proposed : 
    To be availed. 

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12. Amount advance required : 

I declare that the particulars furnished above are true & 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 lump-sum. 

(Signature)