

**ANNEXURE — I**

**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 Year**  
(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 the 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 dependant
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15. Class of accommodation 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.....*

**DECLARATIONS**

I,.....hereby certify that the above particulars furnished by me are true and correct.

I also undertake to refund the LTC advance in full immediately in case of failure to perform the proposed journey for which advance was taken.

I am also aware that my claim will be forfeited if I fail to submit the bills within 3 months from the date of completion of journey.

I also understand that if the LTC is availed for self the cost is reimbursable only when the journey is performed after availing any kind of leave and not during week-end holidays/other holidays/R.H. alone.

*Signature.....*

*Designation.....*

*Staff No.....*

**ANNEXURE — III**

**CALCULATION-SHEET FOR DETERMINING THE AMOUNT OF L.T.C. ADVANCE**

- fare to and fro by the entitled class or the class by which the official proposes to travel, whichever is less ...
- number of tickets for the entitled persons for whom advance is applied ...
- amount reimbursable to the official (1 × 2) ...
- amount of advance admissible (90% of 3) ...

*ing Assistant*

*Jr. A.O./Section Officer*