

**APPLICATION FOR L.T.C./H.T.C. ADVANCE**

1. Name of the Official (In Block Letters): \_\_\_\_\_
2. (a) Designation : \_\_\_\_\_  
(b) Permanent or Temporary:  
(if not permanent, Surety bond  
From a permanent Official to be  
Enclosed with the application) : \_\_\_\_\_
3. Section to which attached : \_\_\_\_\_
4. Basic Pay in the present grade : \_\_\_\_\_
5. Date of appointment in the service : \_\_\_\_\_
6. Place of Hometown as declared in the  
Service Book : \_\_\_\_\_
7. Particulars of LTC availed for precious  
Block years Block year \_\_\_\_\_  
i) Home Town  
ii) Anywhere in India (Place visit  
should be mentioned)  
\_\_\_\_\_
8. Block year for which now proposed  
to avail : \_\_\_\_\_
9. Whether Husband/ wife is employed : \_\_\_\_\_
10. Whether avails CL/EL (Nature of  
leave to be mentioned) : \_\_\_\_\_
11. Whether LTC advance already taken  
has been settled in full or pending  
settlement, date of the settlement of  
the previous case : \_\_\_\_\_
12. Place of visit (farthest point) : \_\_\_\_\_
13. Proposed date of outward journey : \_\_\_\_\_
14. Proposed date of return journey : \_\_\_\_\_
15. Particulars of family members availing the facility:

| Sl. No. | Name | Relationship | Age | Whether Dependent |
|---------|------|--------------|-----|-------------------|
|         |      |              |     |                   |

17. Single railway fare to be availed in the The Railway Journey (One side) : \_\_\_\_\_ (22)
18. Amount of advance required : \_\_\_\_\_

Dated: \_\_\_\_\_ (SIGNATURE)

DECLARATIONS

I, \_\_\_\_\_ hereby certify that the above particulars furnished by me are true and correct. I also undertake the request the LTC advance in full immediately in case of failure to perform the proposed journey for which advance was taken. I also declare that I will not visit other than the place mentioned in the application without obtaining prior approval of the competent authority. I also agree to be refund one half of the advance if the return journey could not be performed within 90 days from the date of the advance. I also agree to credit forthwith to the Office any excess amount of advance left with me for any reason whatsoever. I also agree to produce evidence of purchase of tickets, etc. for myself/ members of my family, as the case may be, for the outward journey within 10 days or before the commencement of the journey whichever is earlier from the date drawing for the advance. I am aware that failure to comply with above requirement will entail recovery of the advance in one lump sum from the next drawal of my salary, together with penal interest @ 2% over and above the normal interest allowed by the Government on Provident Fund balances. I am also aware that my claim will be forfeited if I fail to submit the bills within one month from the date date of completion of journey. I also understand that if the LTC/HTC is availed for self the cost is reimbursable only when the journey is performed after availing any kind of leave and not during weekend holidays/ other holidays/ R.H. only.

(SIGNATURE OF THE APPLICANT)  
DESIGNATION:

Remarks of the Concerned Officer  
Forwarded, official applied CL/EL as at Col.10 and the same has been recommended/ sanctioned.  
(SIGNATURE OF THE CONCERNED OFFICER)  
(FOR USE IN OFFICE)

CHECK-LIST

1. Particulars in Cols. 1 to 6 verified : \_\_\_\_\_
2. Amount entitled for reimbursement : Fare Rs. \_\_\_\_\_ X 2 X No. of tickets.  
= Rs. \_\_\_\_\_
3. Advance admissible (90% of amount in 2) : Rs. \_\_\_\_\_  
Advance of Rupees \_\_\_\_\_  
\_\_\_\_\_ ) only may be sanctioned.

Principal