

## Application from for Grant of LTC Advance

01. Name of the Govt. employee :
02. Designation :
03. Date of entering in the Govt. Service :
04. Date of retirement from the Govt. Service :
- 05 Basic Pay :
06. Whether permanent or temporary :
07. Home town as recorded in the service book :
08. Whether wife / husband is employed and if so whether entitled to LTC :
09. (a) Whether the concession is to be availed for visiting home town :
- (b) Whether the concession is to visit "anywhere in India" :
- (c) Place of visit :
10. Single rail-fare/ bus fare/ Airfare, if any, for visiting Agartala, Tripura from the headquarters to home town/place of visit by shortest route :
11. Persons in respect of whom LTC is proposed to be availed :

Sl. No.	Name and Age	Relationship	Whether dependent as Per definition of family
01.			
02.			
03.			
04.			
05			
06.			

12. Amount of advance required: Rs..... (Rupees.....) Only

I declare that the particulars furnished above are true and correct to the best of my knowledge. I undertake to produce the tickets for the outward journey within 10(ten) days of receipt of the advance.

In the event of cancellation of the journey or if I fail to produce the tickets within 10(ten) days of receipt of advance, I undertake to refund the entire advance in one lumpsum.

Signature of the employee.....

Designation.....