

**Ministry of Micro, Small and Medium Enterprises
Office of the Development Commissioner (MSME)**

APPLICATION FOR GRANT OF L.T.C. ADVANCE

1. Name of the Government Servant :
2. Designation :
3. Emp. Code No. :
4. Telephone / Intercom No. :
5. E-Mail address :
6. Date of entering the Central Government service:
7. Pay (Basic) :
8. Whether Permanent or Temporary :
9. (a) Home Town as Recorded in the Service Book:
(b) Nearest Railway Station :
10. Whether wife / husband is employed : YES / NO
& if so whether entitled to L.T.C. : YES / NO
11. Whether the concession is to be availed for visiting home town: YES / NO
and if so Block Year for which L.T.C. is to be availed **Block Year** _____
12. If the concession is to visit "ANYWHERE IN INDIA": YES / NO
if NO name the place to be visited **Place** _____
and Block Year for which L.T.C. is to be availed : **Block Year** _____
13. Nature of leave from to
OR
* Proposed date for onward journey & :
Proposed date for return journey :
14. Single Rail/Bus fare from the :
Headquarter to Home Town/place
of visit by shortest route.

15. Persons in respect of whom L.T.C. is proposed to be availed :-

Sl. No	Name	Age (years)	Relationship

16. Amount of advance required Rs.

17. 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 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 days of the receipt of the advance, I undertake to refund the entire advance in one lumpsum.

Dated :

(Signature of the applicant)

* Applicable in case of advance required for family members only.

CHECK LIST (Cash and Accounts Section)

1. Amount entitled for : Fare Rs.X 2 X (No. of tickets)
Reimbursement

2. Advance admissible (90% of the amount i.e. Rs.)

Advance of Rs.may be sanctioned.

Dealing Hand.

Signature of D.D.O.

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CHECK LIST FOR ADMINISTRATION

L.T.C. advance to _____

1. Block Year / Calendar Year :
2. Home Town / A place anywhere in India :
3. a) For whom advance is applied for :
b) Total number of persons :
4. Specific grounds warranting sanction : for both/ onwards/ return journey of advance under Rule G.F. 235 (2) (iii) (a)
5. Leave application received : Yes / No
6. Amount of advance : Rs.
7. Temporary / Permanent :
8. If temporary (Surety bond produced) : Yes / No

Necessary entry has been made in the L.T.C. Advance Register.

He/She is eligible for L.T.C. for the Block/Calendar Year

We may sanction the advance as per fair sanction letter placed below for approval & signatures of US (Admn) please.

Dealing Hand

(Section Officer)

US (Admn.)