

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

APPLICATION FOR GRANT OF L.T.C. ADVANCE

1. Name of the Government Servant :
2. Designation :
3. Employee Code :
4. Date of entering the Central Government service :
5. Present Basic Pay & Level :
6. Whether Permanent or Temporary :
(If Temporary, please attach surety bond)
7. Whether spouse is employed and if so :
Whether entitled to L.T.C.
8. (a) Whether the concession is to be availed for :
visiting home town and if so Block for which L.T.C.
is to be availed
- (b) Home Town as Recorded in the Service Book :
9. (a) If the concession is to visit "anywhere in India ", :
the place to be visited
- (b) Block for which to be availed :
10. (a) Nature and period of leave sanctioned :
(b) Proposed date for outward journey :
(c) Proposed date for return journey :
11. Single Rail fare/Bus fare/Air fare from the :
Head quarters to Home Town/place of visit by
Shortest route

12. Family members in respect of whom L.T.C. is proposed to be availed :-

Sl. No	Name	Date of Birth & Age	Relationship with Govt. Servant	Whether dependent or not

13. Amount of advance required : Rs.
(Maximum amount permissible is 90% of fare)

14. It is stated that I or the family members for whom I wish to avail LTC has/have not availed of the same before in the present block. It is certified that the particulars furnished above are true and correct to the best of my knowledge and false statement shall make me liable for appropriate action under CCS(LTC) Rules and the relevant disciplinary rules. 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 with penal interest applicable in one lumpsum.

Attachment : Sanction Order for LTC.

Date:

Signature :

Name of Govt. Servant :

Phone No. :

E-mail :

CHECK LIST (Cash and Accounts Section)

Amount entitled for : Fare Rs..... x 2 x (No.of tickets)
Advance admissible : 90% of the amount of ₹.....
Amount of Advance to be sanctioned : ₹

Dealing Official

Signature of D.D.O.