

LTC ADVANCE

1. Name of the official
(In block letter)
 2. (a) Designation & staff no.:.....
(b) Permanent or temporary:
 3. Unit/Office to which attached:.....
 4. Basic pay + NPA + SI in the present grade :.....
 5. Date of appointment in the department:.....
 6. Place of home town declared in the Service Book :.....
 7. Particulars of LTC availed for previous block years :.....
(i) Home Town
(ii) Any where in India
 8. Block year for which now proposed to avail :.....
 9. Whether avail CL or EL (Nature of leave to be mentioned) :.....
 10. Whether LTC advance already taken has been settled in full
Or pending for settlement, date of the settlement of the previous case
 11. Place of visit:.....
 12. Proposed date of return journey:.....
 13. Probable date of return journey:.....
 14. Particulars of family members availing the facility :

- | Sl. No. | Name | Relation | Age | Whether depended |
|---------|------|----------|-----|------------------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
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15. Class of accommodation proposed to be availed in the Railway journey _____
Amount of advance required : _____

Signature of individual