

MINISTRY OF COMMUNICATIONS
Department of Posts India

APPLICATION FOR LEAVE TRAVEL CONCESSION ADVANCE

1. Name of the Government Servant
(in CAPITAL letters):
2. Designation:
3. Date of entry in Central Government service: DD MM YYYY
4. Present Basic Pay: Rupees
5. Whether permanent or temporary:
(Tick Appropriate Box) Permanent Temporary
6. Home Town as recorded in the Service Book:
7. (a) Whether wife / husband is employed: Yes No
- (b) And, if so, whether entitled to LTC: Yes No
8. Whether the concession is to be availed for
visiting Home Town: Yes No
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) Single rail fare / bus fare from headquarters
to Home Town/ Place of visit by shortest
route: Rupees
- (b) Date of Journey: DD MM YYYY
- (c) Nature of Leave applied for / granted for the
said journey:
11. Persons in respect of whom LTC is proposed to be availed:

S. No.	Name	Age	Relationship
1.			
2.			
3.			
4.			
5.			

12. Amount of Advance required:

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 advance.

In the event of cancellation of the journey if I fail to produce the tickets within ten days of receipt of advance I undertake to refund the entire advance in one lump sum.

Dated: DD MM YYYY

Signature