

MINISTRY OF COMMUNICATIONS
DEPARTMENT OF TELECOMMUNICATIONS
(ADMN. IV SECTION)

APPLICATION FOR LEAVE TRAVEL CONCESSION ADVANCE

1. Name of the applicant :
2. Designation :
3. Date of entering the Central Govt. Service :
4. Present Pay :
5. Whether permanent or Temporary :
6. Home Town as recorded in the Service Book :
7. Whether husband/wife is employed in Govt. service or not, in case yes, certificate to the effect that he/she will not claim from his/her Deptt. duly ensured by the concerned Deptt. may be attached.
8. Whether the concession is to be availed for :
visiting Home Town and if so block for which
LTC is to be availed
9. a) If the concession is to visit anywhere in India, the place to be visited :
b) Block for which to be availed :
10. Nearest Railway Station (write in capital letters) :
11. Distance between New Delhi and the Home Town :
place to be visited as shown in Col.6 above.
12. Period of leave from :
13. Single rail fare/bus fare from the HQ to :
Home Town / place of visit by short routes
14. Persons in respect of whom LTC is proposed :
to be availed

1.No.	Name and Age	Relationship with the applicant
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- 15. Total number of tickets :
- 16. Date of commencement of the outward :
journey
- 17. Likely date of completion of return :
journey
- 18. Whether intention to avail of the LTC :
has been intimated in advance, if not,
necessary formal intimation may kindly
be given now to Admn.IV Section
- 19. Amount of advance as required break up :
of the advance
 - a) Cost of the outward journey :
 - b) Cost of the return journey for all :
the persons
 - c) Total of No.I & II above :
 - d) LTC advance admissible (only 90% of :
(iii) above
- 20. Amount of advance required :
- 21. Whether LTC was availed of during the :
previous 2 / 4 years
- 22. Whether final bill in respect of the :
previous LTC advance has been submitted
and adjusted
- 23. Salary drawn from MOC/DOT/WPC/any other :

Signature of the Applicant
Name:
Designation :
T.No.

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.

(Signature of the applicant)

Date:

Particulars shown in columns 1 to 6, 8, 9, 12 and 14 above verified.

SO(Admn.I) / II / SEA / STG-I/
STG -II / STG -III / Pension