

# Shri Lal Bahadur Shastri Rashtriya Sanskrit Vidyapeetha

(Deemed University)

Qutub Institutional Area, New Delhi- 110016



## Application form for Grant of LTC Advance

1. Name of the Government servant : .....
2. Designation : .....
3. Date of entering the Central Government service. : .....
4. Pay + SI + NPA : .....
5. Whether permanent or temporary : .....
6. Home town as recorded in the Service Book : .....
7. Whether wife/husband is employed and if so whether entitled to LTC : .....
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. Single rail fare/bus fare from the headquarters to home town/place of visit by shortest route. : .....
11. Nearest railway station to the home town/place of visit. : .....

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12. Persons in respect of whom LTC is proposed to be availed:

<u>SL. No.</u>	<u>Name and Age</u>	<u>Relationship</u>
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13. Nature of leave : .....
14. Period of leave : .....
15. Whether leave sanctioned by appropriate authority : .....
16. Date of commencement of outward journey. : .....
17. Amount of advance required : Rs.....

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

Date

Signature

**CHECK-LIST**  
(For use in office)

1. Particulars in Cols. 1 to 6 verified : .....
2. Amount entitled for reimbursement : Fare Rs. x  $\frac{1}{2}$  x (No. of tickets)
3. Advance admissible (90% of amount in 2) : Rs.....  
Advance of Rs..... may be sanctioned.

S.O. (Admn.)

D.R. (Admn.)

Registrar