

NETAJI SUBHAS INSTITUTUE OF TECHNOLOGY  
AZAD HIND FAUJ MARG, SEC-3,  
DWARKA, NEW DELHI-110078

**APPLICATION FORM FOR GRANT OF L.T.C. ADVANCE**

1. Name of the Government Servant : \_\_\_\_\_
2. Designation : \_\_\_\_\_
3. Date of entering the Central Government Service : \_\_\_\_\_
4. Present Pay : \_\_\_\_\_
5. Whether permanent or temporary : \_\_\_\_\_
6. Home-Town as recorded in the Service-Book : \_\_\_\_\_
7. Whether wife/husband Govt. employee And if so, whether entiled to LTC : \_\_\_\_\_
8. Whether the concession is to be vailed for visiting Home-Town, and if so block for which L.T.C. 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 Head Quarter to Home-Town/ Place of visit by shortest route : \_\_\_\_\_
11. Persons in respect of whom L.T.C. Is proposed to be availed : \_\_\_\_\_

S.No.	Name	Age	Relationship
1.			
2.			
3.			
4.			
5.			
6.			
7.			

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 or receipt of the advance.

P.T.O

In the event of cancellation of the journey or 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.

Signature: \_\_\_\_\_

Name : \_\_\_\_\_

Designation: \_\_\_\_\_

(FOR USE IN OFFICE)

1. Particular in Col. 12 to 6 verified : \_\_\_\_\_

2. Amount entitled for reimbursement : \_\_\_\_\_

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Fare Rs. X 2 X  
(No. of Tickets)

3. Advance admissible (90% of amount in 2) \_\_\_\_\_ Rs.  
Advance Rs. \_\_\_\_\_ may be  
sanctioned.

J.A.O. / S.O.

D.A.