

**TELECOMMUNICATION ENGINEERING CENTRE
(DEPARTMENT OF TELECOMMUNICATION)**

APPLICATION FOR GRANT OF LEAVE TRAVEL CONCESSION ADVANCE

(BLOCK YEAR _____)

1. Name of the Govt. Servant: _____
2. Designation: _____
3. Date of entering in the
Central Govt. Service: _____
4. Present Pay: Rs. _____
5. Whether permanent or temporary
(If temporary, surety bond from
permanent Govt. servant other than
a member of class IV staff should be
attached) _____
6. HOME TOWN as recorded in the
Service Book _____
7. Last LTC availed, Date & Block
Year _____
8. Whether wife/husband is employed
If so whether entitled to LTC _____
9. The concession is to be availed
for HOME TOWN/ANYWHERE IN INDIA _____
10. The place to be visited _____
11. Single rail fare/bus fare from the head
Quarter to Home Town/Place of visit by
Shortest route _____
12. Person in respect of whom LTC is proposed to be availed

Sl. No.	Name	Age	Relationship	Whether wholly dependent & residing with the applicant
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1.

2.

3.

4.

5.

6.

13. Amount of advance required: Rs. _____

14. Date of proposed journey: _____

15. Date of return journey: _____

16. Whether leave sanctioned, nature & Period of leave: _____

17. Whether any outstanding LTC bill against the Official: _____

I declared that the particulars furnished above are true and correct to the best of my knowledge. I undertake to produce the ticket for the outward journey within 10 days of receipt of the advance.

In the event of cancellation of the journey or if I fail to produce the tickets within 10 days of receipt of advance, I undertake to refund the entire advance in one lump sum.

Signature of applicant
Name
Designation
Section T. No.

CHECK LIST

(FOR USE IN OFFICE)

1. Particular in Columns 1 to 7 and 12 verified.

2. Break-up of the amount entitled for reimbursement. AD (A)/S&TO (A)

	<u>Amount of</u>	<u>No. of</u>
	<u>Single fare</u>	<u>tickets</u>
i) Cost of the outward journey		
ii) Cost of the return Journey		
iii) Total of (i) & (ii) above: Rs.	_____	
3. Advance admissible (90%) of total of Col 2 above. Rs.	_____	