

**National Telecommunications Institute for Policy Research Training and Innovation
ALTTC Campus, Govt. of India Enclave, Ghaziabad-201002 (UP)**

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
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,

AD (A)/S&TO (A)

2. Break-up of the amount entitled for reimbursement.

	Amount of Single fare	No. of tickets
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. _____		