

**Government of India**  
**NATIONAL INFORMATICS CENTRE**  
**APPLICATION FOR GRANT OF L.T.C. ADVANCE**

1. Name of the Government Servant : \_\_\_\_\_
2. Designation : \_\_\_\_\_
3. Emp. Code No. : \_\_\_\_\_
4. Telephone / Intercom No. : \_\_\_\_\_
5. E-Mail address : \_\_\_\_\_
6. Date of entering the Central Government service : \_\_\_\_\_
7. Pay : \_\_\_\_\_
8. Whether Permanent or Temporary : \_\_\_\_\_
9. (a) Home Town as Recorded in the Service Book : \_\_\_\_\_
- (b) Nearest Railway Station : \_\_\_\_\_
10. Whether wife / husband is employed : YES / NO  
& if so whether entitled to L.T.C. : YES / NO
11. Whether the concession is to be availed for visiting home town, and if so Block Year for which L.T.C. is to be availed. : YES / NO  
: **Block Year** \_\_\_\_\_
12. If the concession is to visit "ANYWHERE IN INDIA", name the place to be visited and Block Year for which L.T.C. is to be availed. : **Place** \_\_\_\_\_  
: **Block Year** \_\_\_\_\_
13. Nature of Leave \_\_\_\_\_ From : \_\_\_\_\_ To : \_\_\_\_\_
- OR**
- \* Proposed date for onward journey & : \_\_\_\_\_
- Proposed date for return journey : \_\_\_\_\_
14. Single Rail/Bus fare from the Headquarter to Home Town/place of visit by shortest route. : \_\_\_\_\_

15. Persons in respect of whom L.T.C. is proposed to be availed :-

Sl.No	Name	Age	Relationship
1			
2			
3			
4			
5			
6			
7			
8			

16. Amount of advance required Rs. \_\_\_\_\_

17. 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 10 days of the receipt of the advance, I undertake to refund the entire advance in one lumpsum.

Dated : \_\_\_\_\_

(Signature of the applicant)

\* Applicable in case of advance required for family members only.

**CHECK LIST (Cash and Accounts Section)**

1. Amount entitled for : Fare Rs. ....X 2 X (No. of tickets)  
Reimbursement
2. Advance admissible ( 90% of the amount i.e. Rs. ....)  
Advance of Rs. ....  
may be sanctioned.

Dealing Hand.

Signature of D.D.O.

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**CHECK LIST FOR ADMINISTRATION**

L.T.C. advance to \_\_\_\_\_

1. Block Year / Calendar Year :
2. Home Town / A place anywhere in India :
3. a) For whom advance is applied for :
- b) Total number of persons :
4. Specific grounds warranting sanction : for both/ onwards/ return  
journey of advance under Rule G.F. 235 (2) (iii) (a)
5. Leave application received : Yes / No
6. Amount of advance : Rs.
7. Temporary / Permanent :
8. If temporary (Surety bond produced) : Yes / No

Necessary entry has been made in the L.T.C. Advance Register.

He/She is eligible for L.T.C. for the Block/Calendar Year .....

We may sanction the advance as per fair sanction letter placed below for approval & signatures of D.D. (Admn) please.

**Dealing Hand**

**(Section Officer)**

**D.D. (Admn)**