

APPLICATION FORM FOR GRANT OF LTC/HTC ADVANCE

1. Name of the Employee : _____
2. Designation : _____
3. Date of Appointment : _____
4. Present Basic Pay : _____
5. Whether Permanent or Temporary : _____
6. Hometown as recorded in the Service Book : _____
7. Whether wife/Husband is employed and if so, whether entitled to LTC/HTC : _____
8. Whether the concession is to be availed for visiting Hometown, and if so, Block for which HTC 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 Air/ Rail /Bus fare from the Headquarters to Hometown/place of visit by short route : _____
11. Amount of advance required : _____
12. Person in respect of whom LTC/HTC is proposed to be availed.

S. No.	Name	Age	Exact Relation	Father's Name	Marital status	Annual Income	Emp./ Unemp.
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UNDERTAKING

I declare that the particulars furnished above are true and correct to the best of my knowledge.

I also undertake to produce photo-copies of the tickets for the outward journey within ten days from the date of advance taken.

After returning from the journey I will produce tickets for both forward and return journey's in original with the LTC/HTC claim bill **within one month from the end of the journey to avoid levy of interest.**

I also clearly understand that in the event of my not performing the journey for LTC/HTC, I will refund the whole amount of advance drawn with interest thereon as per prescribed time provided in the rules.

Signature: _____