

Application / Intimation Form for LTC / HTC Advance

- 1) Name of Government Servant :
- 2) Designation :
- 3) Date of Appointment :
- 4) Basic Pay and Level (7<sup>th</sup> CPC) :
- 5) Hometown recorded in Service Book :
- 6) Whether Husband / Wife employed :
- 7) Block Year for availing LTC / HTC :
- 8) Place of visit / State :
- 9) Nearest Railway Station / Airport :
- 10) Person in r/o LTC / HTC is proposed to be availed

S.No	Name of person	Date of Birth	Relationship

- 11) Nature of Leave :
- 12) Period of Leave :
- 13) Date of Commencement of  
Outward journey :
- 14) Amount of Advance required :

I declare that the particulars furnished above are true and correct to the best of my knowledge. I will submit the tickets for the journey within ten days of receiving the advance.

In the event of cancellation of the journey or I fail to submit the tickets, I undertake to refund the entire advance amount.

Signature

For Office Use :

Amount in (figures) Rs. .... (in words) .....

S.O (Admin)

S.O (A/cs)

A.O

Principal