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| 1. | नाम (बड़े अक्षरों में)  
Name (in Block letters) |
| 2. | पदनाम  
Designation |
| 3. | ग्रेड वेतन  
Grade Pay |
| 4. | सरकारी सेवा में भर्ती की तिथि  
Date of entry in Govt. Services |
| 5. | क्या स्थायी अथवा अस्थायी, यदि  
Whether permanent of temporary if temporary,  
कृपया प्रततभू बांड संलग्न करें  
please attach a surety bond |
| 6. i) | अधिकारी द्वारा घोषित गृह नगर  
Home Town declared by the official |
| 6. ii) | ब्लॉक वर्ष के अधीन भारत का  
Place in India intended to be visited under For Year Block  
क्षेत्र जहां जाना चाहता हो  
visited under For Year Block |
| 6. iii) | एलटीसी प्राप्त करने के लिए ब्लॉक वर्ष  
Block Year for which the LTC is proposed to be availed of  
एलटीसी अग्रिम हेतु आवेदन  
Application for LTC Advance |
| 6. iv) | सबसे छोटे मार्ग से दिल्ली से गंतव्य  
Distance from Delhi to place of visit  
स्थान की दूरी  
by shortest route. |
| 6. v) | सरकारी कर्मचारी जहां जाना चाहता है  
Nearest Railway Station/Airport where  
वहाँ का निकटतम रेलवे स्टेशन  
Govt. Servant intends to visit |
7. When LTC last availed of (furnish the date of outward journey)
   i) In Home Town
   ii) In any place in India

8. Nature and period of Leave availed
   (Please attach a copy of leave application duly recommended by Controlling Officer)

9. Date of onward journey

10. Persons in respect of whom LTC is proposed to be availed:

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<th>Cr. No</th>
<th>Name</th>
<th>Age</th>
<th>Relationship</th>
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11. Single Air/Rail fare/bus fare for to & fro from Delhi to Home Town / place of visit by shortest route.

12. Amount of advance required
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 receipt of advance. I undertake to refund the entire advance in one Lumpsum.

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**Signature**

---

**Section**

---

**Mobile /Tel. No.**

---

Ad-I(G/NG/Ad-III Section my please verify Col No 4 to 10 of the application form.

---

(Anubhag Adhikari)

Section Officer

Rokad Anubhag

Cash Section

---

(Anubhag Adhikari)

Section Officer

Praash..I/Praash.III Anubhag

Ad.I/Ad.III Section

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आवेदक द्वारा प्रस्तुत एलटीसी अधिमिन फॉर्म के कॉलम 4 से 10 का सत्यापन किया गया है और सही पाया गया है। रोकड अनुभाग कृपया आवश्यक कार्रवाई करें।

Column, No.s 4 to 10 of the L.T.C. Advance form furnished by the application are verified and found in order. Cash Section may now take further necessary action.

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(Anubhag Adhikari)

Section Officer

Praash..I/Praash..III Anubhag

Ad.I/Ad.III Section

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Anubhag Adhikari (Rokad Anubhag)

Section Officer(Cash Section)