



**NATIONAL INSTITUTE OF PUBLIC
COOPERATION & CHILD DEVELOPMENT**
5, Siri Institutional Area, Hauz Khas, New Delhi-110016

Application Form for Grant of LTC Advance

1. Name of the Government servant :
2. Designation :
3. Date of entering the Central Government service :
4. Present Pay . ₹
5. Whether permanent or temporary :
6. Home town as recorded in the Service Book :
7. Whether Wife / Husband is employed and if so whether entitled to LTC :
8. Whether the concession is to be availed for visiting Home town, and if so block for which LTC 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 rail fare / bus fare from the headquarters to home town / place of visit by shortest route
11. Persons in respects of whom LTC is proposed to be availed :

S.No.	Name and age	Relationship
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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 ten days of receipt of advance, I undertake to refund the entire advance in one lumpsum.

Signature with date

CHECK-LIST

(For use in Office)

1. Particulars in Coloums 1 to 6 verified :
2. Amount entitled for reimbursement : Fare ₹ x 2 x
(No. of tickets)
3. Advance admissible (90% of amount in 2) ₹
Advance of ₹ may be sanctioned.

D.A.