( Application Form for grant of LTC Advance )

1. Name & Designation of the Applicant: and the Deptt. in which employed.
2. Date of Joining N.E.H.U.:
3. Home Town as recorded in the S/Record:
4. Whether Permanent of Temporary:
5. Present Pay:
6. Whether Wife/Husband is employed and: If so, whether entitled for L.T.C.
7. Whether concession is to be availed for: visiting Home Town, if so, Block for which LTC is to be availed.
8. a) If the LTC is to visit “Any Place in India”, the place to be visited. 
   b) Block for which to be availed:
9. Single Rail/Bus fare from HQ to H.T/ Place: of visit by shortest route.
10. No. & Date of Leave sanction order:
11. Expected date of Commencement of outward and Return Journeys.
12. The Block for which the LTC was last availed to visit HT/Any place in India.
13. Persons in respect of which LTC is proposed to be availed:

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<thead>
<tr>
<th>Sl.No</th>
<th>Name</th>
<th>Relationship</th>
<th>Age</th>
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<td>14.</td>
<td>Amount of Advance Required Rs.________________</td>
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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 10 days of receipt to the advance.

In the event of cancellation of the journey or if I fail to produce the tickets within ten days receipt of advance, I undertake to refund the entire advance in one lump sum.

Date:---------------------  Signature of the Applicant.