



राजीव गांधी राष्ट्रीय युवा विकास संस्थान
Rajiv Gandhi National Institute of Youth Development
श्रीपेरुम्बुदूर, Sriperumbudur- 602 105



APPLICATION FORM FOR GRANT OF LTC ADVANCE

01. Name of the Govt. employee : _____
02. Designation : _____
03. Department : _____
04. Employee ID No. : _____
05. Date of joining : _____
06. Basic Pay : _____
07. Whether permanent (or) temporary : _____
08. (a) Home town as recorded in the service book : _____
- (b) Nearest Railway Station / Airport : _____
09. Whether wife / husband is employed and if so whether entitled to LTC : Yes No
10. Whether the concession is to be availed for visiting Home Town, and if so Block year for which LTC is to be availed : Yes No
If so, Block Year: _____
11. If the concession is to visit "Anywhere in India", name the place to be visited and Block year for which LTC is to be availed : Place : _____
Block Year : _____
12. Single rail-fare/ bus fare / by air (LTC-80 fare only) from the Headquarter to Home Town / Place of Visit by shortest route : _____
13. Persons in respect of whom LTC is proposed to be availed : _____

Sl. No	Name and Age	Relationship	Whether dependent as per definition of family
01.			
02.			
03.			
04.			
05.			
06.			

14. Amount of advance required : Rs.

(Rupees only)

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 (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 (ten) days of receipt of advance, I undertake to refund the entire advance in one lumpsum. Further I undertake to refund any excess amount if any pointed out during subsequent audit.

Date :

Signature of the employee

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