

Ministry of External Affairs, India  
**APPLICATION FOR LTC ADVANCE**

1. Name of the Official (in Block Letters) :
2. Designation (Permanent or Temporary) :
3. Unit / Office to which attached :
4. Basic Pay + NPA + SI :
5. Place of hometown as declared in the S.B. :
6. Particulars of LTC availed for previous Block  
Years (Home town/Any where in India) :  
  
Block Year :
7. Whether LTC advance already taken has been :  
Settled in full or pending settlement, date of the  
Settlement of the previous case.
8. Block Year for which LTC now proposed :  
to avail.
9. Whether avails CL or EL :
10. Place of visit (farthest point) :
11. Class of accommodation proposed to be :  
availed in the Railway journey.
12. a) Single fare from Hqrs to the place of visit :  
b) 90% of (a) above admissible as advance :  
c) Number of tickets claimed for availing (b)  
and total advance admissible :  
d) Amount of advance required :

13. Particulars of family members availing the facility –

S.No.	Name	Relationship	Age	Whether dependent
1.				
2.				
3.				
4.				
5.				

(Signature of the Recommending Authority)

Dated:

( )

Dated: