

RAJYA SABHA SECRETARIAT

**APPLICATION FORM FOR THE GRANT OF ADVANCE FOR
LEAVE TRAVEL CONCESSION**

1. **Name (in block letters) :**
2. **Designation :**
3. **Basic Pay :**
4. **Whether permanent or temporary :**
5. **Place of visit & nearest Railway Station :**
6. **Class of accommodation by which journey (both forward and return) is proposed to be made, as per entitlement :**
7. **Shortest route, mileage and fare:**
8. **Whether the advance is required for self or family or for both :**
9. **State the number of the members of family with their names, relationship and ages :**
10. **Whether the concession has been availed of during the Block of two years/four years viz. 200 - 200 either for self or for family members :**
11. **If temporary, whether the employee will be able to produce surety bond from a permanent employee :**
12. **Amount of advance required :**

Dated :

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Signature of applicant

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Designation

.....
Section/Branch

Remarks of the Estt. (A/cs) & Budget) Section/Personnel Section/General Section

1. **Sanction of Leave :**
2. **Verification of Home Town :**
3. **Whether the travel concession is admissible to the employee and his/her family within the block of two years/four years namely 200 - 200 .**

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Signature

.....
Designation

To be filled by the applicant

1. **Date of drawal/payment of LTC Advance**
2. **Amount of LTC Advance**
3. **Date of purchase of Railway/Bus tickets :**
4. **Amount of Railway ticket/Bus tickets:**
5. **Date on which the Railway/Bus receipt was shown
in the Estt. (A/cs) & Budget Section**
6. **Remarks :**
7. **Signature of the claimant :**