

**REQUISITION FOR LTC ADVANCE**  
**(TO BE SUBMITTED IN QUADRUPPLICATE)**

**Personal Details (IN BLOCK CAPITALS):**

Mobile No. \_\_\_\_\_

NAME \_\_\_\_\_ DESIGNATION \_\_\_\_\_ GAZ/NON GAZ \_\_\_\_\_  
BRANCH/SECTION \_\_\_\_\_ BASIC PAY \_\_\_\_\_ PAY LEVEL \_\_\_\_\_  
Whether Permanent/Temporary Employee \_\_\_\_\_ EMP NO \_\_\_\_\_ MES No. \_\_\_\_\_  
Date of joining in Govt Service / AFHQ \_\_\_\_\_ Date of retirement \_\_\_\_\_  
Drawing Pay and Allowances from: PCDA HQ/CDA(R&D) Tele No. (O) \_\_\_\_\_  
Hometown as per service record: \_\_\_\_\_

Block year for which LTC applied for \_\_\_\_\_ Block year for last availed LTC \_\_\_\_\_

Leave applied for \_\_\_\_\_ days from \_\_\_\_\_ to \_\_\_\_\_

Date of Departure \_\_\_\_\_ Date of Return \_\_\_\_\_

Place of visit in case of availing All India LTC: \_\_\_\_\_

S/B A/C No. \_\_\_\_\_

Name and Complete Address of the Bank \_\_\_\_\_

IFS Code: \_\_\_\_\_ MICR Code: \_\_\_\_\_

Details of Self/Family members for whom advance is required:-

<u>NAME</u>	<u>RELATIONSHIP</u>	<u>AGE</u>
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**Details of Advance:**

Station from \_\_\_\_\_ to \_\_\_\_\_

(a) Air/ (AC-I/AC-II/AC-III/SL/ II class for Rail or Bus) Rs \_\_\_\_\_ (One way per person)

Fare from \_\_\_\_\_ to \_\_\_\_\_

(b) 90% of Total fare as Advance : Rs. \_\_\_\_\_

Receipt:-

Received Rs \_\_\_\_\_ (Rupees \_\_\_\_\_ only)

- Encl:** 1.Undertaking  
2.Copy of cheque leaf

(Signature on Revenue Stamp)

Name:

Designation:

**VERIFICATION BY THE ADMINISTRATIVE SECTION**

Certified that I have thoroughly verified the details furnished by the applicant with his service documents and found correct. The applicant has been sanctioned leave for \_\_\_\_\_ days.

AO, CAO/A- ( )

- - 20

Officer Stamp

**CAO/ADVANCE**

**SANCTION OF THE CONTROLLING OFFICER**

No. **60320/LTC/ADVANCE/CAO/ADVANCE**

An amount of Rs \_\_\_\_\_ has been sanctioned on account of LTC Advance to the above mentioned individual and the same may please be credited to the officer's salary account.

**Sr. Admin Officer, CAO/A&C**

**Place : New Delhi**

**Date :**

## UNDERTAKING

1. I undertake to produce the tickets for the outward journey within Ten days of receipt of advance.
2. 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 lump sum.
3. I am aware of all the LTC rules in this regard & hereby undertake to follow the same.
4. In the event of purchasing of Air Tickets, I undertake that I shall purchase the same from airlines (booking counter/website) or through the authorized travel agents limited to M/s Balmer Lawrie and Company and M/s Ashok Travel and Tours.

(Signature): \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_