

**NATIONAL RESEARCH CENTRE ON CAMEL**  
**(Indian Council of Agricultural Research)**  
**Post Bag No. 07, Jorbeer, Bikaner - 334 001.**

**APPLICATION FORM FOR GRANT OF L.T.C. ADVANCE**

1.	Name of the Government Servant	
2.	Designation	
3.	Date of entering in the Service	
4.	Pay+GP+NPA	
5.	Type of Leave and period	
6.	Whether leave sanctioned or not	
7.	Whether permanent/under probation/temporary	
8.	Home town as recorded in the Service Book	
9.	Whether wife/husband is employed and if so whether entitled to LTC	
10.	Whether the concession is to be availed for visiting home town and if so block for which LTC is to be availed	
11.	a. If the concession is to visit 'any where India' the place to be visited	
	b. Block for which to be availed	
12.	Single Air/Rail/Bus fare from headquarters to Home Town/place of visit by shortest route	

13. Persons in respect of whom LTC is proposed to be availed:

S.N.	Name	D.O.B.	Age	Relationship
1.				
2.				
3.				
4.				
5.				
6.				

14. Amount of advance required:

₹ .....

Details of journey

Date	Departure	Arrival	Distance	Class of accommodation Mail/Express	Amount of fare for each person	Remarks
Onward Journey						
Return Journey						

Net amount of fare for Onward & Return Journey ₹ .....

90% of Net amount (as per rule) ₹ .....

Amount of Advance asked for ₹ .....

Certified that:

- The journey is proposed to be performed to ..... (Name of the Home Town in case of home travel concession) and back.
- If the onward journey(s) does/do not commence within 15 days of the grant of advance, the full amount will be refunded immediately.
- If the return journey(s) is/are not likely to complete within 3 months (90 days) that half of the amount of the advance will be refunded immediately.
- The family members shown above are wholly dependent upon me and residing with me.
- I/My family have not availed of leave travel concession earlier for the block year .....
- The journey(s) proposed to be undertaken, will be claimed by the shortest route.
- I have noted that I have to produce PNR number of Ticket(s)/Money Receipt(s) relating to the claim as required under rules.
- The return/concessional tickets of Railway will be purchased for undertaking the journey, if available.
- I will submit my detailed L.T.C. claim duly supported with PNR number of Ticket(s)/Money Receipt(s) within 1 month (30 days) from the date of completion of Journey(s).

Signature of employee