

**Department of Animal Husbandry, Dairying & Fisheries
Cash Section**

APPLICATION FORM FOR CLAIMING L.T.C. ADVANCE

1.	Name in full (in block letters):	
2.	Designation and Basic Pay drawn	
3.	Date of first appointment in Govt. Service	
4.	Whether permanent or temporary: (If temporary state name and designation of surety & furnish surety bond in prescribed proforma)	
5.	"Home Town" as mentioned in the service book.	
6.	Nature & period of leave sanctioned:	
7.	Please furnish details of LTC availed of last time, either to Home Town or place of choice a) Block Year: b) Destination: c) Date of journey:	
8.	Block year against which LTC is proposed to be availed	
9.	Whether journey is to be performed to Home Town/Place of Choice.	
10.	Nearest Railway Station to Home Town/Place of choice.	
11.	If journey is to be performed to place of choice, declare the choice specifically.	
12.	If the Home Town/Place of choice is not connected by rail indicate distance between nearest rail-road and Home Town//Place of choice and bus thereof.	
13.	Date of commence of journey	
14.	Whether husband/Wife employed in Govt. service if so, the name of the office.	
15.	Actual class of accommodation in which journey being performed.	

16.	Details of family for whom advance is required (also mention if advance is required for self too).		
	Name	Age	Relationship
17.	Actual railway fare of entitled class to Home Town/Place of Choice		
18.	Amount of advance required (to be limited to 90% of estimated amount)		

Signature:

Date:

Room No.:

Telephone No.

