

APPLICATION FOR LTC ADVANCE

1. Name :
2. Designation :
3. Pay :
4. To Avail- LTC to Home Town (Place) :
for the Block year
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- LTC to any where in India (Place) :
For once in 4 years for the Block year.....

5. Whether availing during grace period ?
6. Details of persons availing the LTC vide 4 above

Sl. No.	Name	Age year	Relationship with the Employee	Class of Accommodation	Fare	Remarks
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7. Whether individual is availing Leave for LTC and if so when :
8. The expected date of commencement of journey from Chennai & the date of Return to Chennai :
9. Advance required for the purpose :

Date :

Signature of the Employee

OFFICE NOTE :

1. He/She has rendered continuous service for one year or more on the date of commencement of the outward journey.
2. He/She is eligible/not eligible to avail LTC to HOME TOWN/LTC on in 4 years for the Block year..... The Service book is put up below for perusal. He/She had availed LTC for.....
3. Grace period.....