

STANDARD FORM CUM PROCESS SHEET
FOR GRANT OF L.T.C. ADVANCE

1. Name :
2. Designation :
3. Present Pay :
4. Date of Joining Central Govt. Service :
5. Whether permanent :
6. (a) Home town/place of visit :
(b) Nearest Railway Station :
(if not connected by rail)
7. Block years for which LTC is required :
8. Date on which last LTC was availed of :
(here give the date of the outward journey)
9. Class of rail travel :
10. (a) to which entitled :
(b) by which the applicant proposed to travel :
11. Persons including self in respect of whom LTC advance is claimed :

| S.No. | Name | Age | Relation with applicant |
|-------|------|-----|-------------------------|
| | | | |

12. Amount of advance required :

Signature of the applicant