

**FRAGRANCE & FLAVOUR DEVELOPMENT CENTRE
KANNAUJ**

APPLICATION FOR GRANT OF L.T.C. ADVANCE

1. Name of the Govt. Servant : _____
2. Designation : _____
3. Date of Entering the Central Govt. Service : _____
4. Present Pay + NPA + ST : _____
5. Whether permanent or temporary : _____
6. Home town record in the service book : _____
7. Whether wife/husband is employed and if so whether entitled to L.T.C. : _____
8. Whether the concession is to be availed for visiting home town, and if so block for which L.T.C. is to be availed : _____
9. (a) If the concession is to visit "anywhere in India", the place to be visited : _____
(b) Block for which to be availed : _____
10. Single Rail/Bus fare from the head quarters to home town/place of visit by shortest route : _____
11. Person in respect of L.T.C. is proposed to be availed : _____

Sl. No.	Name and Age	Relationship

12. Amount of advance required : _____
13. Nature & Period of leave : _____

I declare that the particulars furnished above are true and correct to the best of my knowledge. I undertake to produce the tickets for the outward journey within ten days of receipt of the advance.

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 lumpsum.

Station :

Date :

Signature

Form
CHECK-LIST
(For Office Use)

1. Particulars in Cols. 1 to 6 verified.
2. Amount entitle for reimbursement : Fare Rs. X 2 X
(No. of Tickets)
3. Advance admissible (90% of amount in 2) :
Advance of Rs. _____ may be sanctioned.