

**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.

DECLARATION

1. I undertake to refund forthwith full amount of advance if outward journey is not commenced on the date mentioned at page No.2
2. I also undertake to submit necessary adjustment bill along with required documents immediately on completion of the journey (within 30 days)
3. I shall perform the journey in the railway class of accommodation as indicated. In case the place of Home Town/ Place of choice is not connected by rail, I undertake to perform the journey only by buses operated by Tourist Development Corporation in public sector, State Transport Corporation and Transport services run by local bodies. I also undertake to refund to the Government the differences of fare if journey is performed in a lower class.

Signature  
Date

Establishment                      Section

Column NO.2 to 7 has been verified and found correct.

Section Officer.

Cash Section

Head of Account under which the salary is drawn is indicated below.

Section Officer.