## Application for L.T.C. Intimation/Advance

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<th>S. No.</th>
<th>Name</th>
<th>Age</th>
<th>Relationship</th>
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11. **Details of Family Members:**

12. **Nature and period of leave sanctioned with dates:**

13. **Leave Reference No.:**

14. **Whether intention to avail of the LTC given on the leave application:**

15. **Whether LTC required for Home Town under the two years LTC scheme or to scheme or to some other place:**

16. **Block of year of the LTC:**

17. **Whether Advance required for self/family both:**

18. **Proposed date(s) of journey:**

   Outward

   Return

19. **Mode of journey:**

   Class as per entitlement

   Total Kilometre (by shortest Route)

   Total Fare (Attach Proof)

20. **Advance required (Yes/No):**

21. **90% of the Total Fare (in Rs.):**

22. **Leave Encashment Required:**

I hereby certify that the above particulars furnished by me are true and correct.

(Signature of Employee)

**Note:** Claim should be submitted in case of Advance within 30 days otherwise 90 days.