

SPORTS AUTHORITY OF INDIA
(Personnel Division)

APPLICATION FORM FOR GRANT OF LTC ADVANCE

1. Name of the Government Servant
2. Designation
3. Date of entering in the Govt. Service
4. Present Pay
5. Whether Permanent or Temporary
6. Whether wife/husband is employed and if so
Whether entitled to LTC
7. Hometown as recorded in the service book
8. Whether the concession is to be availed for visiting
Home Town, and if so block for which LTC 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 fare/bus fare from the head quarter to home
Town /Place of visit by shortage route
11. Persons in respect of whom LTC is proposed to be availed

S. No.	Name & Age	Relationship

12. Amount of advance required

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 lump sum

Signature of Govt. Servant