

**SPORTS AUTHORITY OF INDIA**  
(NETAJI SUBHAS CENTRAL CENTRE)

**SAI/ — FORM No.**

**LTC/HOME TOWN ADVANCE ;**

**PROFORMA FOR ADVANCE UNDER THE LEAVE TRAVEL  
CONCESSION SCHEME**

(To be Submitted through Admn./Estt. Section)

- 1 Name (in Black Letter) .....
- 2 Designation and Section/Division/  
Wing/Stadia where working .....
- 3 Basic Pay.....
- 4 Date of Entry in to Govt. Service.....
- 5 Whether Permanant/quasipermanent/  
temporary, Surety bond to be attached.....
- 6 Period and nature of Leave.....
- 7 (I) Home Town declared.....  
(As per service book/record)
- (II) Name of the Place intended to  
visit if it is other than the Home Town.....
- (III) Nearest Railway station to the  
Home/Town/intended place to visit .....
- (IV) Distance from place of Posting to  
Home Town-intended place of visit.....  
(by shortes route)
- 8 When was the concession last availed of .....  
(give here the date of out-ward journey  
as well as the block year to which  
concession was availed)
- 9 Proposed date of commencement of  
journey and the Block Year to which  
the LTC is debitable. ....
10. Details of dependant members of family.....

S. No.	N A M E	RELATIONSHIP	AGE
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11. Whether advance is required for self or Family or both .....
12. Class of accommodation by which
  - (i) the applicant and/or his/her Family intend to travel .....
  - (ii) Entitled Class of accommodation travel.....
13. Single railway fare for the class of accommodation by which the journey will be performed. ....
14. Total railway fare (both ways) .....
15. Total amount of the advance required (restricted to 90% of the advance payable) .....

Certified that period of my anticipated absence and/or that of the members of my family from place of posting on account of visit to the Home Town/other than home town will not exceed 90 days.

Signature of the Applicant

## II

Counter Signed and forwarded to Administration Section for necessary action.

Signature of the next Superior Officer.....

Name : .....

Design : .....

Date : .....

Sign. of the Applicant.....

Name : .....

Design : .....

Section, Div/Wing/Stadia.....

Admn. Section

Date : .....

## III

Certified that the information against columns 3, 4 5, 6, 7, 8, 9 & 10 of the application above are correct. The applicant is entitled to the Leave Travel Concession to Home Town/other than Home Town asked for the Block Year.....

Asstt. Director (NSCC) (Admn.)

Date : .....