

**Application form for grant of AILTC advance****(To be submitted to concerned ERB Section)**

1. Name of the Railway servant:
2. Designation:
3. Employee Number:
4. Date of Joining in Railway Service/Railway Board:
5. Present pay & Pay Level:
6. Whether permanent or temporary:
7. Whether original copy of PPSC submitted along with Intimation:
8. Whether spouse is employed and if so whether entitled to LTC:
9. a) 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/Air fare from the headquarters to place of visit by shortest route (both to and fro):
11. Persons in respect of whom AILTC is proposed to be availed:

S.No.	Name and Age	Relationship
i)		
ii)		
iii)		
iv)		

12. Amount of advance required Rs.....

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 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.

Date:

Signature

RUID NO.

Mobile No.

**(For use in Office)**

1. Particulars in Cols. 1 to 7 verified: (To be verified by concerned ERB Branch)
2. Amount entitled for reimbursement: \_\_\_\_\_
3. Advance admissible (90% of amount): \_\_\_\_\_  
Advance of Rs. .... may be sanctioned.

**US/SO of concerned ERB Section for S.No.1****US/SO of concerned Cash Section for S.No.2 & 3:****PAO**