OFFICE OF THE DISTRICT & SESSIONS JUDGE LEAVE TRAVEL CONCESSION/HOME TOWN (ADVANCE)

1. Name of the Govt. Servant	:	
2. Father/Husband Name	:	
3. Designation	:	
4. Date of Joining	:	
5. Present Basic Pay	:	
6. Whether Permanent or Temporary	:	
7. Home Town as recorded in the	:	
Service Book		
8. Whether Wife/Husband is employed	:	
If so, whether entitled to LTC		
9. Whether the concession is to be	:	
availed for visiting Home Town and		
if so block for which HTC is to be availed	ed:	
10. (a) Whether the concession is to visit	:	
anywhere in Indian the place to be vis	sited	:
(b) Block for which to availed	:	
11. Single Rail Fare/Bus Fare/ Air Fare fr the Headquarter to Home Town/Place be visit by shortest route (with class)		Rs for one person/ one side upto(Place) By Air/I AC/ II AC/ III AC/ Sleeper Class/ Bus Fare

1. 2. 3. 4. 5. 6. 15. Amount of Advance required Rs	S.No.	Name	Age	Relationship
3. 4. 5. 6. 15. Amount of Advance required Rs I declare that particulars furnished above are ture and correct to the best o knowledge. I undertake to produce the tickets for the outward journey within the ten of receipt of the advance. In the event of cancellation of the journey or if I fail to produce the tickets within days from the receipt of advance. I undertake to refund the entire advance in the I sum. Date: Signature Court/Officer to which attached With Emp. Code: [For use in office]	1.			
4. 5. 6. 15. Amount of Advance required Rs I declare that particulars furnished above are ture and correct to the best o knowledge. I undertake to produce the tickets for the outward journey within the ten of receipt of the advance. In the event of cancellation of the journey or if I fail to produce the tickets withir days from the receipt of advance. I undertake to refund the entire advance in the I sum. Date: Signature Court/Officer to which attached With Emp. Code: [For use in office]	2.			
5. 6. 15. Amount of Advance required Rs	3.			
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I declare that particulars furnished above are ture and correct to the best o knowledge. I undertake to produce the tickets for the outward journey within the ten of receipt of the advance. In the event of cancellation of the journey or if I fail to produce the tickets within days from the receipt of advance. I undertake to refund the entire advance in the I sum. Date: Signature Court/Officer to which attached With Emp. Code: [For use in office]	5.			
I declare that particulars furnished above are ture and correct to the best o knowledge. I undertake to produce the tickets for the outward journey within the ten of receipt of the advance. In the event of cancellation of the journey or if I fail to produce the tickets within days from the receipt of advance. I undertake to refund the entire advance in the I sum. Date: Signature Court/Officer to which attached With Emp. Code: [For use in office]	6.			
I declare that particulars furnished above are ture and correct to the best o knowledge. I undertake to produce the tickets for the outward journey within the ten of receipt of the advance. In the event of cancellation of the journey or if I fail to produce the tickets within days from the receipt of advance. I undertake to refund the entire advance in the I sum. Date: Signature Court/Officer to which attached With Emp. Code: [For use in office]				
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Date: Signature Court/Officer to which attached With Emp. Code: (For use in office)				
Court/Officer to which attached With Emp. Code: (For use in office)	of red	ceipt of the advance. In the event of cancellation of the	journey or if I fa	ail to produce the tickets within ten
(For use in office)	of red	ceipt of the advance. In the event of cancellation of the	journey or if I fa	ail to produce the tickets within ten
	of red	ceipt of the advance. In the event of cancellation of the from the receipt of advance. I un	journey or if I fa dertake to refur C	ail to produce the tickets within tends the entire advance in the lump Signature court/Officer to which attached
1. Particulars in column 1 to 6 verified.	of red	ceipt of the advance. In the event of cancellation of the from the receipt of advance. I un	journey or if I fa dertake to refur C W	Signature Sourt/Officer to which attached
	of red	ceipt of the advance. In the event of cancellation of the from the receipt of advance. I un Date:	journey or if I fa dertake to refur C W — E	Signature Sourt/Officer to which attached
2. Amount entitled for fare RsX2X(No. of reimbursementtickets)	of rec	ceipt of the advance. In the event of cancellation of the from the receipt of advance. I un Date: (For	journey or if I fa dertake to refur C W — E wase in office)	Signature Sourt/Officer to which attached
3. Advance admissible (90% of amount in 2)	of recodays sum.	ceipt of the advance. In the event of cancellation of the from the receipt of advance. I un Date: (For Particulars in column 1 to 6 verified)	journey or if I fa dertake to refur C W — E ruse in office)	Signature Sourt/Officer to which attached With

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12. Date of Journey

13. Date of Return Journey