

APPLICATION FOR AVAILING OR LEAVE TRAVEL CONCESSION

1. Name of the Officer/Official :
2. Father's /Husband's name :
3. Post held :
4. Present branch/office :
5. Date of appointment in the present service :
6. Basic pay of the official/officer :
7. Entitlement of Class by Railway :
8. Approximate fare required for journey :
9. T.A. Advance required (90%) :
10. Head of account to which the pay of the official is debited :
11. Period during which L.T.C. is proposed to be availed of (in case of self, please indicate whether leave has been sanctioned). :
12. Block of year for which L.T.C. is proposed to be availed of :
13. Details of L.T.C. to be availed of :
 - i) Whether for visiting home town :
 - ii) Whether for visiting any place :
 - iii) In case of (ii) above, the place to be visited. :
14. Members of family for whom L.T.C. is to be availed of :
 - i) Name's of family members with present age :
 - ii) Relationship with the applicant :
15. When L.T.C. was availed of last ? (intimate the block year for which L.T.C. was availed for and the period during which it was availed of. :

If any sanction for the grant of L.T.C. was issued, please quote Its No. and date. :

1. If father and mother are to accompany, attach an affidavit indicating that they are dependant on the applicant and have no source of income and are residing with the applicant.

2. Indicate whether the wife or husband is in Govt/Semi. Govt, of private service.

It is certified that the Leave Travel Concession for the block year being claimed above was not availed of previously. It is further certified that the members of family for whom L.T.C. is being claimed are residing with me.

Signature of applicant

Name in Block
Letters

Designation:

Branch:

Dated : _____

Place: _____