

APPLICATION FOR AVAILING OF LEAVE TRAVEL CONCESSION

1. Name of the officer/employee
2. Post held
3. Basic Pay
4. Date of appointment in the present service.
5. Period during which L.T.C. is proposed to be availed.
6. Nature of leave to be availed (CL/EL etc.
 - i) Period of leave.
 - ii) Prefix & Suffix holidays.
7. Block of year for which L.T.C. is proposed to be availed.
8. Details of L.T.C. to be availed of
 - i) Whether for visiting HOME TOWN?
 - ii) Whether for visiting ANY WHERE in INDIA?
 - iii) In case of (ii) above, Name of place to be visited.
9. Members of family for whom L.T.C. is to be availed?
 - i) Names of family members with present age.
 - ii) Relationship with the applicant.
 - iii)
 - iv)
 - v)
10.
 - i) When L.T.C. was availed of last? (indicate the block year for which L.T.C. was availed of and the period during which it was availed of).
 - ii) If any sanction for the grant of L.T.C. was issued, please quote its No. and Date.

It is certified that the leave travel Concession for the block year 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.

Date :

Place :

Signature of applicant

Designation