

## **Documents Required to be submitted with a photocopy**

### **1. For LTC Proposal :**

- 1) Application letter
- 2) Filled up application form of LTC.
- 3) Annexure for LTC.
- 4) CL and HQ leave grant order.
- 5) Dependency certificate & ID proof.
- 6) Declaration certificate.
- 7) Supporting tickets.

### **2. For approval of final LTC TA bill:**

- 1) Application letter.
- 2) Govt. approval order.
- 3) Final LTC TA bills.(2 sets in original)
- 4) LTC tour diary
- 5) Annexure-A
- 6) Postal envelope.
- 7) Pay Slip
- 8) Supporting tickets.

\* Other supporting documents may be asked if required in due process.