

ANNEXURE – A

1. Name of Government servant

Signature

2. Name of Family Members
impression

Signature/

Thumb

i)

i)

ii)

ii)

iii)

iii)

iv)

iv)

v)

v)

3. i. Date of Departure

ii. Time of Departure

iii. Mode of Journey

4. i. Declared place of visiting

ii. Date of arrival

iii. Time of arrival

iv. Mode of Journey

5. Dated initials of Controlling Officer with seal

APPLICATION FORM FOR L.T.C.

1	Name of the Applicant	:	
2	Office address and designation		
3	Length of service		
4	Date of entry in the service		
5	Recent Basic Pay		
6	Date of Journey		
7	Designation		
8	Eligible Class of Train fare/ Airfare to be clarified from concerned authority		
9	Amount of allowance applied for		
10	Family member and their age		
11	Relationship of the family members with the applicant		
12	(a) Age proof certificate of Children duly attested		
	(b) Dependency to be given by the Government employee in favour of wife/ children, if they are naturally dependent to the Applicant		
13	Whether CL/ EL has been sanctioned		
14	Date of Birth		
15	Date of Retirement		
16	Name of the Treasury where the L.T.C. is to be drawn		
17	Certify that my wife/ husband is not an employee of the State/ Central Government/ Government undertaking		
18	Head/Subhead of Account under which the regular salary of concerned Government servant is drawn		
19	Whether Home Travel Concession has been granted		

Certified that the information furnished above are true to the best of my knowledge and belief. Further certify that I have not applied the L.T.C. previously.

Signature of the applicant

Verified from the Service Book and the records and grant of Advance is recommended.

Signature of the head of office

Office seal
Date