APPLICATION FOR LEAVE TRAVEL CONCESSION

Name	:					
Designation	:					
Date of completion of 10 years in service:						
Salary : Basic ₹	Grade Pay ₹					
Destination of proposed LTC From:						
	To	o :				
Period of proposed LTC (A) Casual Leave for: day						
On						
Including hq Leave permission w.e.f.						
(B) Earned Leave days						
	Prefixing					
	Suffi	xing				
Family members accompanying the Officer						
SI No Name		Age	Relation			
Requirement of 80% advance		Yes				
Declaration: Have not availed any LTC since joining the service						
	Signatur	re :				
	Name	:				
	Date	:				

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)	
2 : D-t f D		

- 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