

APPLICATION FOR AVAILING LTC.

1. Name of the Officer/employee. _____
2. Post held. _____
3. Date of appointment in the present service. _____
4. Period during which LTC is proposed to be availed of (in case of self) Please indicate whether leave has been sanctioned). _____

5. Block of years for which LTC is proposed to be availed of. _____
6. Details of LTC to be availed of:
 - i) Whether for visiting Home Town _____
 - ii) Whether for visiting any place in India. _____
 - iii) In case of (ii) above the place _____
to be visited.
7. Details for whom LTC is to be availed of:-

S.No.	Name	Present Age	Relationship with the Applicant.
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8. i) When LTC was availed of last?
(Indicate the block years for which LTC was availed of and the period During which it was availed of). _____
 - ii) If any sanction for the grant of LTC was issued, please quote its No. & Date. _____

9. Whether advance for availing LTC is required or not

10. Whether 10 days leave encashment is required or not

It is certified that the Leave Travel Concession for the block years claimed above was not availed of previously.

It is further certified that the members of family for whom LTC is being claimed are residing with me & wholly dependant upon me.

Dated: _____

Place: _____

Signature of Applicant

Designation.

Recommended & Forwarded by HOD.