

APPLICATION FOR LEAVE TRAVEL CONCESSION

1. Name and Designation of Applicant :-
2. Permanent or Temporary :-
3. Age/ Date of Birth :-
4. Basic Pay :-
5. Place to which / he/her likes to Travel :-
6. Date of Joining in Govt. Service :-
7. Particulars of Family members name who will accompany the application to avail L.T.C. :-
8. Amount of advance required :-
9. Distance to be Covered :-
10. in case the applicant seeks any advance, the estimated amount should be shown in T.A. Bill from showing the details of journey's :-
11. whether he. she intends to avail L.T.C. on regular leave if so the nature and period of leave applied for availing L.T.C. leave should not be less than 15 Days. :-
12. whether he/she intends to avail L.T.C. during Summer /Puja vacation, Puja Holidays (in that case station leave permission from the from the Head of Officer/ Head of the Deptt. (as the case may be) is necessary) if station leave permission has been sought. :-
13. Date of Last visit, if any on L.T.C. :-
14. Date of Commencement of the Journey. :-
15. Probable, date of return Journey :-
16. Remarks/ Recommendation of the Head. :-

I hereby declare that I shall submit the adjustment of L.T.C. advance (if any taken) within 601 days from the date of drawled from the date of completion of journey which even is earlier. Else, authority will reserve the right to recover entire amount of advance in one installment.

Signature of Head Office.

Signature, Designation & Date of Applicant.