

ANNEXURE 'A'

APPLICATION FOR AVAILING OF LEAVE TRAVEL CONCESSION

1)	Name of Officer/ Employee				
2)	Post held				
3)	Date of appointment in the present service				
4)	Period during which L.T.C. is proposed to be availed of (in case of self, please indicate whether leave has been sanctioned)				
5)	Details L.T.C. 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				
6)	Block of years for which L.T.C. is proposed to be availed of;				
7)	Members of family for whom L.T.C. is to be availed.	Sr. No.	Name of Family Member	Relation	Age
8)	i) Whether L.T.C. was availed of, 1st Indicate the block years for which L.T.C. was availed of and the period during which it was applied of.				
	ii) If any, sanction for the grant of L.T.C. was issued, please quote its No. and dated.				

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 L.T.C. is being claimed, are residing with me.

Dated:

Place:..

Signature of applicant.

Designation: