DEPARTMENT OF REVENUE
CASH SECTION

APPLICATION FOR CLAIMING LEAVE TRAVEL CONCESSION ADVANCE
ANYWHERE IN INDIA/HOME TOWN.

1. Name (in block letters): .................................................................

2. Designation: ..............................................................................

3. Basic Pay: ..................................................................................

4. Date of entry in Govt. Service: ....................................................

5. Whether permanent/temporary
   (If temporary, name of surety along with
   enclosed surety bond duly signed)

6. Home Town as declared under rules:

7. Whether the present LTC required
   (i) for Home Town or other than Home Town
   (ii) name of the place to be visited:
   (iii) nearest Railway Station
   (iv) distance by shortest route

8. Name the block of years for which
   concession is required:

9. Name the block of years for which
   (i) Last concession was availed of
   (ii) Whether it was for home town or
        other than home town
   (iii) name of the place visited last time
   (iv) date of outward journey of last visit

10. Whether concession is required for self/family:

11. Details of those dependant family members
    who intend to avail LTC:

Name | Relation | Age
(1)   |          |
(2)   |          |
(3)   |          |
(4)   |          |
(5)   |          |

12. Class of accommodation by which the applicant
    or his family members intend to travel:

13. Railway fare per ticket:

14. Amount of advance required:

15. Proposed Date of outward journey:

(Signature of Applicant)

Date: ........................................ Room No. ................ Branch ....................... Tele: ..................................

(P.T.O.)
Certified that the information given against column Nos. 1 to 6, 8, 10 & 11 of the application is correct. The applicant is entitled to the LTC (Anywhere in India / Home Town) for the Block Year ............................................. He/She has also given prior intimation in this regard.

Section Officer

Date of Issue

Admin. Branch

Whether Permanent Residence (i) Name of the place to be allotted
(ii) Name of the place to be allotted
Also given preferential (iii) Residence Information Section
As Stated

Home Town as Declared under Notice

Whether the present LTC allotted
(i) For Home Town or other Place Home Town
(ii) Yes

Whether LTC allotted to the (iii) Blanket
Applicant

Name

Date

Class of Accommodation to which the applicant

Relation

to the family member intended to avail

Completed / Part Ticket

Amount of Advance Intended

Proposed Date of outward Journey

Signature of Applicant

Date of Application

Branch

He/She has also given prior intimation in this regard.