

REQUEST FOR LEAVE TRAVEL CONCESSION

(Vide Rule 4.4)

(To be filled in triplicate)

Diary No.

Date:

Name

Designation

Employee No.

Department

Block year for which
LTC is being availed

Place of visit

Name of
the place

Date of out-
ward journey

Hometown

Any other place

Details of Family Members Proceeding on LTC:

SI.No.

Name

Relationship

Age

Strike out whichever is not applicable

1. Certified that:

- a) My husband/wife is not employed.
- b) My husband/wife is employed in _____
(Name of Organization)
but he/she has not and will not avail of LTC for the aforesaid block year
and for the members of the family as indicated above, from the said
organization.
- c) My parents are wholly dependent upon me and their monthly income
from all sources is not more than Rs. **2500/-**.
- d) My children are wholly dependent upon me and their monthly income
from all sources individually is not more than Rs. **2500/-**.
- e) All the family members for whom LTC is proposed to be availed of are
residing with me/they are not residing with me but the concession is
proposed to be availed of in terms of sub-rule 2.6.1.

Date:

Signature of the employee

Sanctioned Subject to admissibility

Signature of the Competent Authority

Name:
Designation:
Date:

(For use by Personnel Department)

Ref. No. LTC Office Order No. dated
LTC for the Block year is sanctioned to visitfor
family members as indicated. Necessary entries have been made in his/her personal
record.

Date:

P.O./Sr. P.O.

First Copy	-	Accounts
Second Copy	-	Personnel
Third Copy	-	Individual