

PROFORMA FOR LEAVE TRAVEL CONCESSION

1. **Name of the Govt. Servant** : _____
2. **Designation** : _____
3. **Date of joining** : _____
4. **Present Grade** : _____
5. **Whether permanent or temporary** : _____
6. **Home Town as recorded in the Service Book** : _____
7. **Whether wife/husband is employed and is so whether entitled to LTC** : _____
 - i) she/he has availed/not availed LTC for the Block year : _____
 - ii) has the certificate fro his/her employer regarding non-availing of LTC facility is attached : _____
8. **Whether the concession is to be availed for visiting Home Town and if so block for which LTC is to be availed** : _____
9. **i) If the concession is to visit "anywhere in India" the place to be visited** : _____
 - ii) Block for which to be availed : _____
10. **Whether leave applied (nature & period)** : _____
11. **Persons in respect of whom LTC is proposed to be availing** : _____

S.No.	Name and age	Relationship	Period
1			
2			
3			
4			
5			
6			

I declare that the particulars furnished above are true and correct to the best of my knowledge. It is also certified that the leave travel concession for the block year being claimed above was not availed of previously, and the members of the family fro whom LTC is being claimed are residing with me.

Signature of applicant

Remarks &/or recommendation of Head of Department