

# 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 alongwith  
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 : .....
- | <u>Name</u> | <u>Relation</u> | <u>Age</u> |
|-------------|-----------------|------------|
| (1)         |                 |            |
| (2)         |                 |            |
| (3)         |                 |            |
| (4)         |                 |            |
| (5)         |                 |            |
12. Class of accomodation 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.)

**ENDORSEMENT BY ADMN. BRANCH**

CASH SECTION

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

Admn. Branch

**CASH SECTION**

.....	1. Name (in English)
.....	2. Designation
.....	3. Basic Pay
.....	4. Date of service
.....	5. Whether permanent/temporary (If temporary, name of surety alongwith 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
.....	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 : .....