



भारतीय सूचना प्रौद्योगिकी, अभिकल्पना एवं विनिर्माण संस्थान, कांचीपुरम
**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, DESIGN
AND MANUFACTURING, KANCHEEPURAM**
Melakottaiyur, Off Vandalur-Kelambakkam Road, Chennai-600048

APPLICATION FOR GRANT OF LEAVE TRAVEL CONCESSION

01. Name of the Govt. employee (in BLOCK) :
02. Designation :
03. Employee ID No. :
04. Date of entering in the Govt. Service :
05. Basic Pay :
06. Whether permanent or temporary :

I propose to avail Leave Travel Concession for the Block year _____ to _____ under Home Town / Any Place in India. I request you that I may be permitted to avail Leave Travel Concession and granted advance of L.T.C. for myself and / or my family (as detailed below) for visiting _____ (Place) during the period from _____ to _____ (Date). I have applied for Casual Leave / Earned Leave for the period from _____ to _____ (Date).

	Name	Age	Status*
1. Self			
2. Wife / Husband			
3. Children			
	(a)		
	(b)		
	(c)		
	(d)		
	(e)		
4. Father			(Income, if any)
5. Mother			
6. Brother(s)			
	(a)		
	(b)		
	(c)		
	(d)		
7. Unmarried / widowed Sister(s)			
	(a)		
	(b)		
	(c)		

* Employed / Unemployed, Dependant / Not Dependant & Married / Unmarried

07. I declare my parents / minor brothers / sisters are residing with me and are wholly dependant on me. The monthly income of my parents is _____ My Brother(s) and Sister(s) are not employed.
08. I have not submitted any other claim so for L.T.C in respect of myself and/or my family members in respect of Block Year _____ to _____.
09. I had previously drawn advance for Leave Travel Concession in respect of the journey performed by me and/or my family on _____ (date) in respect of the Block Year _____ to _____ for visiting _____ and the amount was adjusted in full on _____ (date) by production of valid cash receipt/or the amount was refunded in full on _____ (date).
10. My wife/Husband is not employed in Government service and the concession has not been availed of by him/her separately for himself/herself or any of the family members for the concerned block year.
11. I hereby certify that all the above particulars furnished by me are true.
12. I and/or my family shall perform the journey by railway and/or by recognized transport service only and shall produce valid cash receipts within TEN DAYS of the drawal of advance. If valid cash receipts is not produced within ten days of the drawal of advance or if the outward journey is not commenced within sixty days by rail or 30 days by road of the grant of L.T.C advance. I undertake to refund the entire amount forth-with failing which, the same may please be recovered in full form my pay or any other amount due to me, without any notice. In case of travel by hired vehicle/car I note that prior specific permission is to be obtained.
13. Whether LTC Advance is required: YES / NO

Dated:

Signature of the Applicant

Signature of Sanctioning Authority