

APPLICATION FOR L.T.C. INTIMATION/ADVANCE

1	Employee Id	:	
2	Name	:	
3	Post Held	:	
4	Monthly Basic Pay	:	
5	School/ Department	:	
6	Date of Birth	:	
7	Date of entering the service	:	
8	Date of Retirement	:	
9	Place of Visit with District and State	:	
10	Nearest Airport/Railway Station	:	
11	Details of Family Members:		
	S. No.	Name	Age
	Relationship		
	1		
	2		
	3		
12	Nature and period of leave sanctioned with dates:	:	
13	Leave Reference No.	:	
14	Whether intention to avail of the LTC given on the leave application	:	
15	Whether LTC required for Home Town under the two years LTC scheme or to some other place.	:	
16	Block of year of the LTC Sub-block year	:	
17	Whether Advance required for self/family both	:	NO
18	Proposed date(s) of journey	:	<u>Outward</u> <u>return</u>
	Self		
	Family		
19	Mode of journey	:	
	Class as per entitlement		
	Total Kilometre (by shortest Route)		
	Total Fare (Attach Proof)		
20	Advance required (Yes/No)	:	
21	90% of the Total Fare (in Rs.)	:	
22	LEAVE ENCASHMENT REQUIRED	:	

I hereby certify that the above particulars furnished by me are true and correct.

(Signature of Employee)

Note: Claim should be submitted in case of Advance within 30 days otherwise 90 days.