

**ANNEXURE 'A'**

**APPLICATION FOR AVAILING OF LEAVE TRAVEL CONCESSION**

1)	Name of Officer/ Employee				
2)	Post held				
3)	Date of appointment in the present service				
4)	Period during which L.T.C. is proposed to be availed of (in case of self, please indicate whether leave has been sanctioned)				
5)	<b>Details L.T.C. to be availed of:-</b>				
	<b>i)</b> Whether for visiting home town.				
	<b>ii)</b> Whether for visiting any place in India.				
	<b>iii)</b> In case of (ii) above, the place to be visited				
6)	Block of years for which L.T.C. is proposed to be availed of;				
7)	<b>Members of family for whom L.T.C. is to be availed.</b>	<b>Sr. No.</b>	<b>Name of Family Member</b>	<b>Relation</b>	<b>Age</b>
8)	<b>i)</b> Whether L.T.C. was availed of, 1st Indicate the block years for which L.T.C. was availed of and the period during which it was applied of.				
	<b>ii)</b> If any, sanction for the grant of L.T.C. was issued, please quote its No. and dated.				

It is certified that the Leave Travel Concession for the Block Years claimed above was not availed of previously.

It is further certified that the members of family for whom L.T.C. is being claimed, are residing with me.

**Dated:**

**Place:..**

**Signature of applicant.**

**Designation:**

**Annexure 'B'**

**CERTIFICATES TO BE GIVEN BY THE GOVERNMENT EMPLOYEE**

1. I have not submitted any other claim so far Leave Travel Concession in respect of myself or my family members in respect of the block of two/four years from \_\_\_\_\_ to \_\_\_\_\_.
2. This claim is in respect of the journey performed by me only.
3. I have not already drawn T.A. for the Leave Travel Concession in respect of journey performed by me in respect of four years from \_\_\_\_\_ to \_\_\_\_\_. This claim is in respect of the journey performed by me, none of whom availed of the concession relating to that block
4. The journey has been performed by me town/place viz. \_\_\_\_\_ and back to \_\_\_\_\_.
5. That no benefits other than train travel have been availed of as a part of any package offered by any source.

(\_\_\_\_\_)

**Signature of Government Employee**

**Annexure 'C'**

**Affidavit**

I \_\_\_\_\_  
\_\_\_\_\_ do hereby solemnly affirm and declare that journeys  
in respect of which L .T.C. for visiting \_\_\_\_\_ is being  
claimed vide my bill for the period from \_\_\_\_\_  
were actually performed by me only as per details given in the L.T.C. bill.

**DEPONENT**

***VERIFICATION:***

Verified that, the above facts are true to the best of my  
knowledge and belief and that nothing relevant has been concealed therein.

**DEPONENT**

**Place :**

**Dated :**

**Details of journeys undertaken to avail LTC**

Dated	From	To	Mode of Journey	Fare	Remarks
<b>Rs. _____ only</b>					