

Application for Leave Travel Concession to go
to home town/any place in India to be availed
once in a block of four years

Date: _____

The Director &
Sr. Professor,
International Institute for
Population Sciences,
Govandi Station Road, Deonar,
MUMBAI - 400 088.

Sir,

I wish to go/send my family to my home town/any place
in India _____ on _____ and my
application for earned/casual leave for _____ days was
approved by you on _____.

I wish to avail of th L.T.C. for self/family
consisting of _____ for the block year
_____ and request that you may kindly approve it.

Thanking you,

Yours faithfully,

OFFICE NOTE

Certified that L.T.C. applied for by Shri/Smt./Kum.
_____ is due to him/her and his/her family
_____ for the block years _____.

Establishment Clerk

Registrar

L.T.C. is approved.

Director & Sr. Professor

Date : _____

The Director & Sr.
Professor,
International Institute of
Population Sciences,
Deonar, MUMBAI - 400 088.

Subject : Grant of advance against
leave travel concession.

Sir,

I have applied for grant of leave travel concession to me and my family consisting of _____ for going to my home town/any place in India _____ during the Leave period from _____ to _____. If the L.T.C. is approved, I wish to get an advance of Rs. _____. The one-way Ist/IIInd Class railway/bus fare from _____ to _____ is Rs. _____ per adult and Rs. _____ per child. I, therefore, request you to kindly grant me L.T.C. Advance as per rules.

Thanking you,

Yours faithfully,

Signature : _____

Name : _____

Designation : _____

Certified that L.T.C. for self/family () for going to home town/any place in India _____ has been granted to Shri/Smt./Kum. _____ for the block years _____ vide Director and Sr. Professor's approval dated _____ during the Leave period from _____ to _____.

(Establishment Clerk)

Section Officer

REGISTRAR

Accounts

P.T.O.

As per the rules L.T.C. advance of Rs. _____
is admissible to Shri/Smt./Kum. _____
Director and Sr. Professor/A.O. may kindly sanction the
payment of Rs. _____ (Rupees _____
_____) to Shri/Smt./Kum. _____

Accounts Clerk

Accounts Officer

DIRECTOR & SR. PROFESSOR/ REGISTRAR

CERTIFICATE *

[As per Section IV (7) LTC Rules]

Certified that my wife/husband for whom LTC is claimed by me is not employed in any Public Sector Undertaking/Corporation/Autonomous Body etc. financed wholly or partly by the Central Government or Local Bodies, which provides Leave Travel Concession facilities to its employees and their families.

Signature _____

Name _____

Designation _____

Date: _____

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- * Certificate to be furnished when the spouse of the Government servant is employed in any office in Private Organisation where LTC facilities are available.

UNDERTAKING

I certify that my son(s)/daughter(s) namely 1

2

3) _____ for whom LTC is claimed by me, is/are not employed and is/are wholly dependent on me. He/she/they, is/ are aged below 25 years and unmarried. He/She/they is /are employed but income from all sources does not exceed Rs.3500/- PM.

I hereby undertake to refund the amount of LTC claim reimbursed if the above information is proved to be false.

Signature

Name and Designation

Date

UNDERTAKING

I hereby undertake that my parent/s namely 1)
2) _____ is/ are fully dependent on me. They are
not employed and their individual monthly income from all
sources does not exceed Rs.3500/-

Signature:

Name

Designation

Date: