



राजीव गांधी राष्ट्रीय युवा विकास संस्थान,
Rajiv Gandhi National Institute of Youth Development
श्रीपेरुम्बुदूर, Sriperumbudur– 602 105

APPLICATION FOR GRANT OF LEAVE TRAVEL CONCESSION

01.	Name of the Govt. employee (in BLOCK)	:	
02.	Designation	:	
03.	Department	:	
04.	Employee ID No.	:	
05.	Date of joining	:	
06.	Basic Pay	:	
07.	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 / Vacation for the period from _____ to _____ (Date). Duly filled application enclosed in this proposal.

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

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

07. I declare my parents / minor brothers / sisters are residing with me and are wholly dependent on me. The monthly income of my parent is Rs._____. 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 / employed in Government service and the concession has not been availed / has 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 10 days (Ten) of the drawal of advance. If valid cash receipts is not produced within 10 days (Ten) of the drawal of advance (or) if the outward journey is not commenced within 60 days (sixty) by rail (or) 30 days (Thirty) 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

Date :

Place :

Signature of the Applicant
