

OFFICE OF THE DISTRICT & SESSIONS JUDGE : DELHI

LEAVE TRAVEL CONCESSION

01. Name of the Government Servant	::	_____
a) Father/Husband's Name	::	_____
02. Designation	::	_____
03. Date of Joining	::	_____
04. Present Pay : NPA + SI	::	_____
05. Whether Permanent or Temporary	::	_____
06. Home Town as recorded in the Service Book	:: :: :: ::	_____ _____ _____ _____
07. Whether wife/husband is employed and if so whether entitled to LTC.	:: :: ::	_____ _____ _____
08. Whether the concession is to be availed for visiting Home Town and if so block for which LTC is to be availing.	:: :: :: ::	_____ _____ _____ _____
09. (a) if the concession is to visit anywhere in India, the place to be visited.	:: :: ::	_____ _____ _____
(b) Block for which to be availed	::	_____
10. Single Rail fare/Bus fare from the headquarters to home town/ place of visit by shortest route.	:: :: ::	_____ _____ _____
11. Date of Journey	::	_____

Contd..2..

12. Personal in respect of whom L.T.C. is proposed to be availed :

Sl. No.	Name	Age	Relationship
1.~			
2.~			
3.~			
4.~			
5.~			
6.~			
7.~			

13. Amount of Advance required Rs. _____

I declare that the particulars furnished above are true and correct to the best of my knowledge. I undertake to produce the tickets for the outward journey within ten days of receipt of the advance.

In the event of cancellation of the journey or if I fail to produce the tickets within ten days of receipt of advance. I undertake to refund the entire advance in one lump sum.

SIGNATURE

(FOR OFFICE USE)

1. Particulars in Cols. 1 to 6 verified :

2. Amount entitled for reimbursement : Fare Rs. _____ (No. of Tickets)

3. Advance admissible (90% of amount is 2, : Rs. _____)

Advance of Rs. _____ May be Sanctioned.

