

APPLICATION FOR L.T.C. INTIMATION/ADVANCE

1.	Employee ID				
2.	Name				
3.	Post Held				
4.	Grade Pay and Level as per 7 th CPC				
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	Date of Birth	Relationship
	1.				
	2.				
	3.				
	4.				
	5.				
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 any where scheme or to some other place.				
16.	Block of year of the LTC				
	Sub-block year				
17.	Whether Advance required for self/family both				
18.	Proposed date(s) of Journey		Outward	Return	
	Self				
	Family				
19.	Mode of Journey				
	Class as per entitlement				
	Total Kilometer (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 : Apply advance atleast minimum 30 days before performing the journey, otherwise submit intimation					