



Date: _____

APPLICATION FORM FOR LTC

1.	Name of Government Employee	:	
2.	Designation & Pay Level	:	
3.	Department/Section	:	
4.	Date of Initial Appointment	:	
5.	Home Town(as Declared in Service Book)	:	
6.	Particulars of LTC to be availed (Please tick)	:	Home Town <input type="checkbox"/> / Any where in India <input type="checkbox"/>
7.	Block Year for which LTC is proposed to be availed	:	
8.	Details of leave to be avail (nature of leave)	:	
9.	Place of visit (Destination Point)	:	
10.	Proposed date of outward journey	:	
11.	Probable date of return journey	:	
12.	Particulars of Govt. Servant & his/her family members availing the facility:		
S.No	Name	Relationship	Date of Birth (DD/MM/YYYY) Whether Dependent (Yes/No)
1			
2			
3			
4			
5			
6			
7			

Undertaking/Declaration:

- It is stated that I or the family member for whom I wish to avail LTC has/have not availed the same before in the present block. It is certified that the above facts are true and any false statement shall make me liable for appropriate action under Rule 16 of CCS (LTC) Rules, 1988 and other relevant disciplinary rules.
- The income of all dependents from all sources including pension (inclusive of temporary increase in pension and pension equivalent of DCRG benefits) does not exceed Rs.9000 + D.R., if any, per month.
- I am aware that in all cases of air travel in respect of LTC, air tickets shall be purchased only from the three Authorized Travel Agents (ATAs), namely:
 - M/s Balmer Lawrie & Company Limited (BLCL),
 - M/s Ashok Travels & Tours (ATT),
 - Indian Railways Catering and Tourism Corporation Ltd. (IRCTC).
- I am also aware that booking of flight tickets should be done at least 21 days prior to the intended date of travel on LTC.

Signature of Government Employee



Ref. from pre-page:

FOR OFFICE USE ONLY

Mr./Ms./Dr./Prof. _____, Designation _____
Department/Section _____ is _____ (eligible/ Not
eligible) for Home Town/ Any where in India for the block Year _____ to _____
& Sub block _____.

Further, prior to this, s/he has availed Home Town/Any where in India for the Block Year
_____ and Sub Block _____ w.e.f. _____ and visited
to _____ alongwith _____.

Dealing Assistant

Section Officer

A.O.

Principal

Copy to:

- Concern Government Employee
- A.O.(Accounts)/S.O.(Accounts)
- Personal File.