



FORMAT FOR SUBMISSION OF APPLICATION FOR LEAVE TRAVEL CONCESSION

REQUEST FOR ADVANCE / LEAVE ENCASHMENT

1.	Name, Designation and current Pay/ Grade Pay of the Official	
2.	Name of Department/Section / Centre/ Unit	
3.	Nature and period of leave applied and granted (copy of sanction order may be attached)	Fromto.....
4.	The kind of LTC to be availed	Home Town / Anywhere India
5.	Name of the place to be visited	
6.	Block Year for which LTC is proposed to be availed	
7.	Whether any Advance is required?	Yes / No
8.	Name, age and relation of the family proposed for LTC	Sl. No. Name Age Relation 1. 2. 3.
9.	Number of tickets to be purchased	
10.	Mode of Travel proposed for LTC	
11.	Total cost of the travel tickets (to and fro)	
12.	Amount of advance required (Not exceeding 90% of the total cost of travel tickets)	
13.	Whether like to avail Leave Encashment while availing LTC, for period as indicated at Sl. No. 3.	Yes / No

UNDERTAKING

I hereby undertake that the above particulars are correct and I will utilize the advance before my departure on LTC and submit documentary evidence for the same. I also undertake to settle the advance granted to me within one month from the date of my return from LTC.

Date: ___/___/___
DD/ MM/YY

Signature of Applicant

Recommended and forwarded.

Signature of HOD

Date: ___/___/___
DD/ MM/YY

TO BE COMPLETED BY OFFICE

1. Certified that the above particular have been checked and found correct.
2. The applicant is entitled for LTC and the advance as applied above.
3. An advance of Rs. _____ may therefore be approved.
4. Leave Encashment for 10 days is approved. Leave balance is checked.

Dealing Hand

Asst. / Section Officer

Administrative Officer

Registrar/Vice-Chancellor