

Central University of South Bihar, Gaya

Application form for grant of L.T.C.

1. Name of the Government Servant :
2. Designation :
3. Date of entering the Central Govt. Service :
4. Present Pay :
5. Whether permanent or temporary :
6. Home town as recorded in the Service Book :
7. Whether the concession is to be availed for Visiting
 - (a) Home Town :
 - (b) Anywhere in India, the place to be visited :
 - (c) Block for which LTC to be availed :
8. Person in respect of whom LTC is proposed to be availed:

Sl. No.	Name	Age	Relationship

9. Mode of travel :
10. Amount of advance required (Attach estimate) :
11. Proposed date of journey :
12. Earned Leave Encashment required : Yes/No If yes number of Days ____
(Maximum 10 days)

Declaration to be given by the Government Servant

I declare that

- (i) The particulars furnished above are true and correct to the best of my knowledge.
- (ii) I have not submitted any other claim so far for Leave Travel Concession in respect of myself or my family members in respect of the first block of four years.
- (iii) My husband/wife is not employed in Government Service.
- (iv) My wife/husband for whom LTC is claimed by me is not employed in any Public Sector Undertaking/Corporation/Autonomous Body financed wholly or partly by the Central Government or a Local Body, which provides LTC facilities to its employees and their families.

Date

Signature of Applicant