APPLICATION FORM FOR THE GRANT OF LEAVE TRAVEL CONCESSION/HOME TOWN
FOR THE BLOCK YEAR ______________________

1. Name of the applicant:
2. State of Allocation :
3. Basic Pay & Scale :
4. Date of Joining in Govt. Service on: Regular basis
5. Date of joining on the present post held:
6. State of allocation/deputationist :
7. Nature & period of leave applied for:
8. Whether confirmed, if not surety be given:
9. Date & Purpose of Journey:

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<th>S. No.</th>
<th>Name of the Person for</th>
<th>Relationship</th>
<th>Age</th>
<th>Profession</th>
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10. When was the last LTC/Home Town availed (Date & Block Year):
11. Declared Home Town according to service book.
12. Distance from Head Quarter:
13. Place of Journey (One place Only):
14. Approx single Rail/bus fare for:
   For both ways.
15. Total fare for to and from journey:
16. 90% of the total claim, if advance: Required

CERTIFICATE TO BE GIVEN BY THE APPLICANT

1. Certified that the person for whom the claim has been submitted is/are whole dependent upon me and are members of my family.
2. Certified that my Husband/Wife for whom Home Town LTC/HT is claimed by me is employee in _______________ which does not provide LTC Facilities.
3. Certified that my father/mother/brother etc. are already got dependent by the competent authority.

Particular Verified Signature of applicant