

**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:

S. No.	Name of the Person for	Relationship	Age	Profession

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