

**NATIONAL INSTITUTE OF TECHNOLOGY
KURUKSHETRA –136119**

**APPLICATION FOR AVAILING OF LEAVE TRAVEL CONCESSION
FOR VISITING HOME TOWN/ANY PLACE IN INDIA**

1. Name & Designation of: _____
the applicant
2. Date of appointment in : _____
the present service
3. (a) Sanction order of leave: _____
indicating period of leave
(b) Period of journey: _____
4. Block year for which LTC: _____
applied for visiting
Home Town/Any Place in
India
(i) with encashment of 10 days EL. _____
(ii) without encashment of 10 days EL _____
5. Block year for LTC : _____
already availed of for
visiting Home Town/any Place in India
6. Home Town as entered in the: _____
Service Book of the applicant: _____
7. Railway Station nearest : _____
to Home Town
8. Details of visiting Any : _____
Place in India
9. Estimated amount of : _____
expenditure Rs.

10. Details of family members:
Onward Journey

Onward Journey			Inward Journey		
Sr. Name	Age	Relationship	Sr. Name	Age	Relationship
No. Dr./Sh./Ms.	Yrs.		No. Dr./Sh./Ms.	Yrs.	

CERTIFICATE

1. Certified that the LTC applied for the Block year _____ was not availed previously.
2. Certified that the children for whom LTC is being claimed, are unmarried and residing with me and their income from all source are not exceeding Rs. 3,500/- per month.
3. For claim of more than two surviving unmarried children, I certified that He/they born before 20.10.1997.(proof of age is enclosed).
4. Certified that my husband/wife is not employed in Government service. If yes, certificate may be produced that he/she has not claimed the LTC for the above block year in his/her office.
5. Attested copy of Ration Card or any other satisfactory proof of the family members will also be supplied alongwith LTC Form.
6. It is also certified that in the event of anything found concealed or false at any latter stage, the LTC so granted shall be withdrawn and disciplinary action will be taken, as per rules.

Signature of the
Applicant with date

Forwarded

Signature of Head of the Deptt. /Section

Dated: