



**Leave Travel Concession Scheme
Letter of Intimation about LTC Tour**

Name : _____
 Designation & ID No. : _____
 Section & Extn. Tel. No. : _____
 Headquarters : _____
 Basic Pay with Scale : _____
 Date : _____

**The Centre Director,
National Centre for Radio Astrophysics
Tata Institute of Fundamental Research
Ganeshkhind, Pune University Campus
Pune 411 007**

Dear Sir,

I have been sanctioned Earned Leave/Casual Leave/Vacation for _____ days from _____ to _____ (copy of leave application enclosed). During this period, I myself and/or the following members of my family would like to go to my home town/any where in India viz. _____ . We intend to travel by Road/Rail/Air.

Sr. No.	Name	Relation	Age	Monthly* Income
1.				
2.				
3.				
4.				
5.				
6.				

* If drawing pension, please mention the basic pension.

I HEREBY DECLARE THAT THE ABOVE MENTIONED MEMBERS OF MY FAMILY ARE FULLY DEPENDANT ON ME, RESIDING WITH ME AND DO NOT AVAIL LTC FACILITY FROM ANY OTHER SOURCE.

I will submit my final LTC claim within one month of the completion of the return journey.

Thanking you,

For Office Use
LTC Block _____
Home town/Anywhere in India/ Home town (Under Anywhere in India)

Yours faithfully,
(_____)