



Leave Travel Concession Scheme
An Application for final settlement of LTC claim
(To be submitted in duplicate.)

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

The Establishment Officer
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.

You are requested to settle my LTC claim as per my entitlement at the earliest.

Thanking you,

Yours faithfully,

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

(_____)