



অসম বিশ্ববিদ্যালয় সিলচর
ASSAM UNIVERSITY SILCHAR

ALL ENTRIES ARE MANDATORY

Application for Grant of LTC

1. Name of the Government servant : _____
2. Designation : _____
3. Date of entering the Central Government Service : _____
4. Present pay + NPA + SI : _____
5. Whether permanent or temporary : _____
6. Hometown as recorded in the Service Book : _____
7. Whether wife/husband/dependent is employed and if so, whether entitled for L.T.C. : _____
8. a) Whether the concession is to be availed for visiting hometown, and if so block for which L.T.C. is to be availed : _____
- b) If the concession is to visit "anywhere in India", the place to be visited & Block Year for LTC to be availed : _____
9. Single airfare/rail fare/bus fare from the headquarters to hometown/place of visit by the shortest route : _____
10. Previous L.T.C. availed Block year : _____
11. Nature & Period of Leave and/or Vacation : _____
12. Persons in respect of whom LTC is proposed to be availed : _____

Sl. No.	Name	Age	Relationship

13. Amount of advance, if required : _____
14. Bank details and other information (in case of advance) : _____

a) Bank Name with Branch	: _____
b) Account No.	: _____
c) IFSC	: _____
d) PAN No.	: _____
e) Contact No.	: _____
f) Email id	: _____
g) PFMS No.	: _____

I declare that the particulars furnished above are true and correct to the best of my knowledge.

I undertake to produce the tickets for the outward journey within ten days of receipt of the advance. In the event of cancellation of the journey or if I fail to produce the tickets within ten days of receipt of advance, I undertake to refund the entire advance in one lump sum. I hereby declare that no outstanding advance is pending against me.

Date:

Signature :

N.B. All the entries (sl.no.1 – 13) are mandatory

SWAMY'S – C.C.S. LEAVE TRAVEL CONCESSION RULES CHECK LIST
(For use in Office)

1. Particular in Cols. 1 to 6 verified : _____
2. Amount entitled for reimbursement : Fare Rs. x 2x _____
(No. of tickets)
3. Advance admissible (90% of amount in 2) : Rs. _____

Advance of Rs _____ may be sanctioned.

Dealing Assistant

Section Officer