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Regional Institute of Education, Mysore - 570 006

**APPLICATION FOR LEAVE TRAVEL CONCESSION FOR
THE 4 YEARS/ 2 YEAR BLOCK OF 1/.....**

(TO BE FILLED BY APPLICANT)

1. Name in Full (Block Letters)
2. Designation & Pay (Basic)
3. Department / Office
4. Journey to be performed to any Station / Home
Town and distance from place of duty
5. To be travelled by Train I / II Class / Bus
6. Rail fare or Bus fare (Where no Rail link is available)
7. When it was availed previously
8. Date of Commencement of Journey
9. Whether advance is required
10. Details of Family Members

<i>Sl No.</i>	<i>Name in Full (Block Letters)</i>	<i>Age</i>	<i>Relationship</i>
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Certified that the concession will be availed by me during Vacation / Leave already granted to me with effect from for days.

Certified that the family members stated above are wholly dependent on me and residing with me and none of them are earning

CERTIFICATE BY THE HEAD OF DEPARTMENT / SECTION

1. Recommended to avail LTC during Mid-term / Annual vacation / Leave w.e.f. to
2. Recommended to avail LTC with leave applied as above.

Signature with Seal

TO BE FILLED BY ACCOUNTS

Certified that the official has no advances outstanding towards LTC facility availed earlier. Certified that the official is not a defaulter in the earlier instance / is a defaulter and the advance has been paid back / recovered from salary.

Accountant

Accounts Officer

(TO BE FILLED IN BY OFFICE)

- A. I Class / II Class Rail Fare per ticket Rs.....
From To
- B. Busfare per ticket: Rs.....
From To
- Total A+B Rs.....

- C. Net Amount of claim
(one way) Rs.....
- D. Claim for both ways on wards as well as return
journey Rs.....
- E. Amount of LTC Advance
Rs.....

CALCULATION

F = EX No. of Tickets

..... x 90

100

- G. Amount of Advance to be granted Rs.....

In words (Rs.....) only approximately