

**CLAIM FOR LEAVE TRAVEL CONCESSION (VIDE RULE 7.0)**

|                    |             |                             |               |                          |  |                        |             |
|--------------------|-------------|-----------------------------|---------------|--------------------------|--|------------------------|-------------|
| Name               | Designation |                             | Scale of Pay  | Employee No.             |  | Department             |             |
|                    |             |                             |               |                          |  |                        |             |
| Hqurs. of Employee |             | LTC Sanction Order No. Date | Basic Pay Rs. | Block year Calendar year |  | LTC availed under rule | A<br>B<br>C |

**DETAILS OF JOURNEY**

| Sl. No. | Name            | Relation ship | Age | Departure |      | Arrival |      | Mode & class of travel | Distance in Kms | Fare (Rs.) | Ticket Nos. Money Receipt |
|---------|-----------------|---------------|-----|-----------|------|---------|------|------------------------|-----------------|------------|---------------------------|
|         |                 |               |     | Station   | Date | Station | Date |                        |                 |            |                           |
|         | Outward journey |               |     |           |      |         |      |                        |                 |            |                           |
|         | Return journey  |               |     |           |      |         |      |                        |                 |            |                           |

Please tick the applicable rule.

