

The Registrar
Baba Farid University of Health Sciences,
Faridkot

Subject: Claim of Leave Travel Concession (LTC) w.e.f _____ to _____.

Respected Sir

Myself _____ would like to avail Leave Travel Concession to visit _____

Presently I am working as _____ on regular basis since _____ and posted in / at _____ branch/department/institute/hospital, BFUHS in the Pay Scale of Rs. (including Grade pay)_____.

As per LTC rules I am entitled to travel by (means of transport)_____

| Sr. No. | Date of Journey | Place of Visiting | Mode of Journey | Fare in Rs. (in figures & Words) |
|----------------|------------------------|--------------------------|------------------------|---|
| | | | | |

Approximate expenditure of journey may come out to be Rs _____.

1. Station leave w.e.f. _____ to _____ may kindly be granted.
2. Leave encashment equivalent to 10 days earned leave and 90% advance as admissible of approximate expenditure may also be granted for LTC purpose.

Thanking you in anticipation.

Yours faithfully

Leave Travel Concession Scheme

Annexure 'A'

Application for availing of Leave Travel Concession

| | | |
|----|--|--|
| 1. | Name of the Employee | |
| 2. | Post Held | |
| 3 | Date of Appointment in the present service | |
| 4 | Period during which LTC is proposed | |
| 5 | Block of year for which LTC is proposed to be availed | |
| 6 | Details of LTC to be availed of : (i) whether for visiting Hometown (ii) whether for visiting any place in India (iii) in case of (ii) above the place to be visited | |
| 7 | Members of family for whom LTC is to be availed of | |
| 8 | (i) When LTC was availed of last? (indicate the block years for which LTC was availed of and the period during which it was availed of) (ii) If any, sanction for the grant of LTC was issued, please quote its no and date. | |

It is certified that the Leave travel Concession for the block years being claimed above was not availed previously.

Signature of applicant