

APPLICATION FORM

FOR THE GRANT OF LTC / HOME TOWN CONCESSION

(Application should be submitted four weeks in advance of the commencement of journey)

1. Name & Designation : _____
2. Scale of Pay & Class Entitled : _____
3. Name of the Department : _____
4. Date of Appointment to the Govt. Service : _____
5. Home Town Address : _____
6. Whether PT / QP / Temporary : _____
7. I) whether the application is for Home Town ? If so, block year may be mentioned : _____

II) Whether application is for LTC? If so the block of four years may be mentioned : _____
8. The destination to be visited along with the distance : _____
9. The mode of journey to be preferred i.e. by Air / Rail / Car /Taxi : _____
10. Details of dependent family members in respect of whom the facility is likely to be availed (with age) : _____
11. To & fro fare between Delhi/New Delhi by shortest route and destination to be visited : _____
12. Whether advance required? If so, surety bond in respect of temporary Govt. servant to be enclosed. : _____
13. Whether husband/wife are both Government servants ? If so, whether he/she has availed of LTC / Home Town in respect of himself / Herself and children? A certificate to this effect may be attached from the employer of spouse. : _____
14. Date of Journey : _____

Signature of Government Servant

Name of Department: _____