

APPLICATION FOR LTC / HTC

1. Name & Designation :
2. Date of joining :
3. Basic Pay :
4. List of dependent family members with age & relation accompanying the incumbent for LTC/HTC

Sl. No.	Name of the family members	Age	Relationship

5. Home Town as recorded in the service book :
6. Whether wife/husband is employed & if so
Whether entitled to LTC :
7. Place of Visit & date of journey :
8. Approx. total expenditure for travel as per LTC norms :
9. Type of LTC : Home Town/ anywhere :
10. Block year applied for :
11. Recommendation of HOD :

Signature of the Applicant.