

PROFORMA FOR AVAILING OF THE LEAVE TRAVEL CONCESSION

1. Name and Designation of the Government servant :
2. Block years for which L.T.C./H.T.C. is proposed to be utilised :
3. Place and approximate distance to which the travel is proposed :
4. Date from which the leave is applied for and whether leave has been sanctioned. :
5. Whether the official has availed any H.T.C. during the block period. :
6. Home Town as per declaration posted in the Service Records. :
7. Names and relationship of family members who are utilising the concession. :
8. Whether other member of the family propose to avail the concession subsequently. If so, their names and relationship to the Government servant. :
9. Whether any advance is required. If so; the amount of advance required.

I certify that my husband/wife is not employed in Government service that husband/wife is employed in Government service, and the concession has not been availed by him/her separately for himself/herself or for any of the family members for the concerned block of two/four years.

Dated :

Signature of the Govt. servant.

TO BE FILLED BY THE OFFICE

Whether entitlement checked with Service Records.

Entitlement checked up with S.R. permission may be granted for utilising the concession.

Dealing Asst.

OFFICE SUPDT.

C.M.O.(CGHS)

The official desires an advance of Rs. _____ . A sum of Rupees _____ may please be sanctioned.

OFFICE SUPDT.

ACCOUNTANT

CHIEF MEDICAL OFFICER,
C.G.H.S., BANGALORE.

P*111084.