



**NATIONAL INSTITUTE OF TECHNOLOGY; DURGAPUR**

To  
The Director / Registrar  
N.I.T. Durgapur-713209

**Application form for grant of LTC**

Sir,

I wish to avail LTC/ Home Town LTC/ Conversion of Home Town LTC for self/ self and my dependent family members, details of which are given below:-

1. Name of the Government servant : .....
2. Mobile No. : .....
3. I.D. No. of the Government servant: .....
4. Designation & Department : .....
5. Date of joining to the service : .....
6. Grade Pay : .....
7. Home Town as recorded in the Service Book : .....
8. Whether wife/Husband is employed and if so whether entitled to LTC : .....  
(Declaration certificate is required)
9. Whether the concession is to visit LTC/Home LTC/ Conversion of HLTC: .....
10. Type of leave applied for : .....
11. Period of leave : .....
12. The Place to be visited : .....
13. Nearest Railway station/Airport for Destination: .....
14. Block year for claimed LTC : .....
15. Date of previous LTC journey : .....
16. Block year of previous LTC availed : .....
17. Persons in respect of whom LTC is proposed to be availed:

Sl. No.	Name	Age	Relationship

18. Entitlement of( Mode/Class) of Journey:
19. Mode/class of Journey :

**Declaration:-**

*I understand that I will be entitled for LTC as per the rules, orders and instructions as in force at the time of actual availing of LTC.*

*I declare that my family members mentioned above for whom LTC is proposed, are fully dependent on me and the above information given by me are true to the best of my knowledge and belief.*

Signature of the employee with date

**Forwarded by-**