

# REGIONAL CENTRE FOR BIOTECHNOLOGY

(NCR BSC, Faridabad-Gurgaon Expressway, Faridabad)

## Application for Leave Travel Concession

1. Name :.....
2. Designation :.....
3. Pay (Basic) Rs.:.....
4. Nature of LTC (whether Home Town or All India) .....
5. Block Year .....
6. Place to be visited .....
7. Approximately one way single train/bus fare Rs.....
8. Persons in respect of whom LTC is proposed to be availed :-

S.No	Name	Age	Relationship
1			
2			
3			
4			
5			
6			
7			

All my above family members are staying with me and are wholly depends on me.

9. Date of proposed onward journey.....
10. Nature of leave applied for (Only in case the official undertakes the journey)  
(leave application may also be enclosed).....
11. My Spouse is not employed .....
- My Spouse is employed in.....
- and the concession has not been availed of/by him/her separately for himself/herself or for any of the family members of the concerned block.

Date .....

Signature of Employee

### FOR OFFICE USE

Dr./Mr./Ms.....Designation..... is entitled to the LTC as applied above.

/May kindly sanctioned.

Admn. Officer/Section Officer

Director/ Competent Authority