

APPLICATION FOR ADVANCE OF LEAVE TRAVEL CONCESSION TO THE HOMETOWN FOR THE BLOCK OF YEAR _____/ ANYWHERE IN INDIA FOR THE BLOCK OF 4 YEARS OF _____.

To,
The Deputy Director,
Central Government Health Scheme.
Mumbai.

Sir,

I propose to proceed to my native place/destination (place other than hometown anywhere in India) _____ on _____ during my leave, applied for with effect from _____, I respectfully request that I may kindly be granted advance of Rs. _____ (Rupees _____) towards leave travel concession for the block of years _____

I submit hereunder the required particulars :-

1. Name :
2. Designation :
3. Basic pay :
4. Duration of leave :
5. Name of the Railway Station Nearest to the Hometown/destination anywhere in India :
6. Class by which Railway Journey to be Performed and route of journey/mode of Conveyance. :
7. Railway fare of single journey from Mumbai to For class mentioned in col. 6 above :
8. Details of family members proceeding/accompanying Me to my native place/destination anywhere in India (including self) :

Sr. No.	Name	Age	Relation with the Government servant
1.			
2.			
3.			

I declare that the information given above is correct. I also declare that I shall travel by rail by _____ class as mentioned in column 6 above.

I further declare that : (a) My husband/wife is not employed in Government Service.

(b) My husband/wife is employed in Government Service and the concession had not been availed of by him/her separately for himself/herself or for any of the family members for the block of year _____ for which advance asked for.

** I being a temporary Government servant, has attached a surety bond executed by _____ a permanent _____.

Yours faithfully,

Signature of the Applicant _____

Place of work _____

** to be deleted where not applicable.