

**ICMR-NATIONAL INSTITUTE OF EPIDEMIOLOGY**  
**Ayapakkam, Chennai 600 077**

**Application for availing Leave Travel Concession**

1	Name and Designation	
2	Present Basic Pay and Date of entry in Government Service	
3	Whether Permanent/Temporary	
4	Hometown as recorded in the Service Book	
5	Whether Wife/Husband is employed and if so whether entitled to LTC	
6	LTC to be availed for Hometown/Any place in India	
	a) Block for which LTC is to be availed	
	b) Nearest Railway Station to the Hometown/place to be visited	
	c) Distance from Headquarters	
7	The block of Two Years/Four Years for which the concession was last availed of	
8	Expected date of commencement of journey from Chennai & the date of return to Chennai	

9. Details of Family members (including Government Servant) to whom LTC is proposed to be availed :

Sl. No.	Name	Age	Relationship

10.	Nature & period of leave	
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I declare that the particulars furnished above are true and correct to the best of my knowledge.

**NOTE:** Claim for journeys performed by chartered bus, van or other vehicles owned by Private operators and/or by Private cars will not be entertained.

Station : Signature of the :  
Government Servant

Date : Name :

Designation :