

**RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY, RAEBARELI**

**APPLICATION FOR GRANT OF L.T.C**

**(TO BE SUBMITTED IN DUPLICATE)**

Block year.....

P.F. No.....

Basic Pay Rs.....

1. Name

2. Designation

3. Department/Section

4. (a) Whether leave is required for availing L.T.C.?

Yes

No

(b) (i) If so, duration of leave applied for

From

To

(ii) Date of departure of family, if not availing himself

(c) Nature of leave

(d) Purpose

5. Whether L.T.C. is desired for going to home town or elsewhere?  
(The place of visit be also mentioned)

Home Town/Elsewhere  
Place

6. Address during leave

Mode: Rail/Road

7. (i) Details of family members for whom L.T.C. for this block has already been availed:

(ii) Details of family members who will avail L.T.C.

- (a) Self
- (b) Wife
- (c) Children

	Full Name	Age
1.		
2.		
3.		
4.		

(d) Dependent parents, minor brothers and sisters residing with the applicant:

	Full Name	Age	Why fully dependent?
1.			
2.			
3.			

8 Amount of advance required, if any:

- (i) Certified that family members for whom the L.T.C. is claimed are residing with me and are wholly dependent upon me.
- (ii) Certified that the previous L.T.C. advance drawn by me on ..... has been adjusted in the month of .....

9. Date Phone Number for contact Signature

Specific recommendation of the Head of Department/Section

Signature of Head of Department/Section