

**APPLICATION FORM FOR PERMISSION TO AVAIL LTC OF
EMPLOYEES OF ASSAM SECRETARIAT SERVICES**

(Circulated under Finance(A&F) Department Endorsement No. 21/2018, dated 05-03-2018)

1.	Name								
2.	Designation								
3.	Date of joining in Govt. Service								
4.	Date of completion of 10 years in Govt. Service								
5.	Date of Retirement								
6.	Salary	Basic	Grade Pay	Total					
7.	Destination of Declared Place of visit of the proposed LTC.	From..... To.....							
8.	Period of LTC								
9.	Nature of Leave	(A) Casual Leave for Days							
		On							
		Including Head Quarter							
		Leave permission							
		(B) Earned Leave for Days							
		Prefixing							
		Suffixing							
10.	Particulars of Family Members accompanying the officer / employee (including himself / herself)								
	Sl. No.	Name	Age	Relation	Whether Govt. Servant Yes/No	Whether availing LTC or Not	Rate of	Remarks	
11.	Self declaration regarding Dependency of accompanying the officer / employee								
12.	Requirement of 80% advance			Yes / No					
13.	Declaration			Have not availed any LTC since joining n Govt. Service?					
14.	Class of Railway accommodation entitled.								
15.	Number/Name of the Train of the outward journey								
16.	If any other family member is also a Govt. Servant / Employee in Public Sector Undertaking / Corporation etc.								
17.								Signature of the applicant: Name (in Block letters) : Date :	
18.								Recommendation / Remarks of Controlling Officer: Signature with Seal Date	