

**IISER BHOPAL**  
(APPLICATION FOR AVAILING OF LEAVE TRAVEL CONCESSION)

1. Name and Designation : \_\_\_\_\_
2. PF. No. : \_\_\_\_\_
3. Department : \_\_\_\_\_
4. Kind of LTC : Home going / Any where in India
5. Block year : \_\_\_\_\_
6. Please of visit : \_\_\_\_\_
7. Details of family members :

Sl.No.	Name	Relation	Age
1			
2			
3			
4			
5			

**(Signature of Applicant)**

In case any claim is made father, mother or any other family members etc. following certificate needs to be signed by the applicant.

My father/mother \_\_\_\_\_ for whom LTC has been claimed above is/are residing With me and wholly dependent on me and his/her monthly income is less than Rs.3500/-p.m. from all possible sources.

**(Signature of Applicant)**

------(For use in the Deptt./Section)-----

Forwarded for approval, if the application is in order.

**(Signature of HoD/Section Head)**

Certified that the LTC as applied for is admissible for the year \_\_\_\_\_ in the block year \_\_\_\_\_  
It may be approved.

**Dealing Asstt.**

**Assistant Registrar**

Leave Travel Concession as above is sanctioned. It may be availed for within six months from the date of Issue of order.

**Date :**

**Signature of Registrar / Director**