



केन्द्रीय विद्यालय, भा० नौ० पो० द्रोणाचार्य

KENDRIYA VIDYALAYA, I.N.S. DRONACHARYA

महावीर शिविर, रामेश्वरम्, मुण्डामवेली, कोच्चि - 682 507
MAHAVIR ENCLAVE, RAMESWARAM, MUNDAMVELI, KOCHI-682 507

Ph.No:0484-223 / 399, FAX No.2232130

Website: www.kvinsdronacharyacochin.nic.in

Email: kvinsdrona@yahoo.com

Application For Grant of Permission To Avail Ltc.

AND SANCTION OF ADVANCE

1. Name of the applicant
2. Designation
3. Section to which attached
4. Date of the appointment in the Sangathan & the present cadre
5. Place of visit with nearest Railway Station
6. Details of family members in whose respect LTC is proposed to be claimed giving their age (date of birth in case of children)
7. Whether family member(s) for whom LTC is proposed to be claimed is/are residing at the place of duty or away from the place of duty, and, if so, mention the place
8. Block year for which the LTC is claimed
9. Train fare/Bus fare per head for onward journey
10. Total anticipated expenditure on train/bus fare to & fro fare of entitled class viz. Chair Sleeper/I/II Class
11. 90% fare of the total anticipated fare & amount of advance required
15. In case husband/wife is employed in a Govt/Autonomous Organisation/Public undertaking whether he/she is availing LTC facility for self only or for other family member(s) also.

I hereby declare that I am claiming the LTC in respect to self & members of my family who are actually dependent on me & are residing with me.

Dated.....

Signature of the Applicant

Recommendation of the controlling authority.