



VISVA-BHARATI
SANTINIKETAN

Date:

The Registrar
Visva-Bharati
Santiniketan

Through proper channel

Sub.: Information to avail Leave Travel Concession without drawal of advance

Sir,

I intend to avail Leave Travel Concession without taking advance. I am submitting the following with supporting document for your kind information and necessary action please. I shall submit my claim in prescribed format for reimbursement after completion of LTC journey.

Sl. No.	Particulars to be submitted with supporting documents, if required	Description		
1	Name of the place to be visited			
2	Home Town			
3	Conversion of Home Town			
4	Other than Home Town			
5	Name of the family members with age (dependency certificate to be submitted along with the application issued by competent authority in case of family members exceeding 18 years)	Name	Relation	Age
6	Block / extended block /year			
7	Period of proposed Journey	From	to	
8	Mode of journey			
9	Kind of leave/Vacation			
10	Date of joining of University Service			

I understand that my LTC claim would be settled as per extant LTC Rules of Government of India / Visva-Bharati

Thanking you,

Yours faithfully,

Signature with date
Name :
Designation and ID No.
Department
Mobile No.