

APPLICATION FOR AVAILING CASUAL LEAVE / RESTRICTED HOLIDAY

1	Name	
2	Designation	
3	Section / Field Audit Party	
4	No. of days	
5	Dates of leave applied	
6	Reason for leave*	
7	Permission for leaving station required, if yes, mention address during leave	
8	Signature of applicant	
9	Remarks of controlling officer	
10	Signature of sanctioning authority	

*** if proposed to avail LTC please fill self-certificate proforma**

NB: - As per HQ's Circular No. 44/NGE/2000 (No. 1046-NGE(App)/96-97) dated 12-10-2000, Branch Officers have the powers to sanction casual leave to staff working under them upto a maximum of 5 days at a time and that for AAOs would be 3 days at a time.

Proforma for self-certification by the Government employee

I Shri/Smt./Kr. (Name of the Govt. servant) wish to confirm that I am availing (Home Town/ Any Place in India) LTC in respect of self/ family member(s) for the block year to visit (Place of visit) during to (dates of journey). It is stated that I or the family member for whom I wish to avail LTC has/have not availed of the same before in the present block.

2. The Particulars of members of family in respect of whom the Leave Travel Concession is being claimed are as under:

Sl. No	Name	Age	Relationship with Govt. Servant

3. It is certified that the above facts are true and any false statement shall make me liable for appropriate action under Rule 16 of CCS (LTC) Rules, 1988 and the relevant disciplinary rules.

(Signature of the Government employee)

* N.B.: The Government employee may share interesting insights and pictures, if any, of the destination visited while availing LTC on an appropriate forum.

FOR OFFICE USE

It is certified that the LTC (Home-Town) / (All India) for the block year as proposed to be availed by the employee for self / family / self and family is admissible.

AAO/Estt.