

To

The Medical Superintendent,  
Dr. Ram Manohar Lohia Hospital,  
New Delhi.

**Subject: LTC advance of Rs. \_\_\_\_\_ for self and family members for the block of two/four years.**

Sir,

I have been granted Earned Leave/Half Pay Leave/Maternity Leave/Casual Leave for \_\_\_\_\_ days from \_\_\_\_\_ to \_\_\_\_\_ vide Office Order No. \_\_\_\_\_ dated \_\_\_\_\_ (Copy of Leave Order enclosed).

During my leave I am proceeding to my declared Home Town/for trip to \_\_\_\_\_ with my family members. The details of my family members are given below.

The Air fare/1<sup>st</sup>/2<sup>nd</sup>/AC Chair Car/AC III-Tier/1<sup>st</sup> AC & 2<sup>nd</sup> AC Rail fare from \_\_\_\_\_ to \_\_\_\_\_ and the bus fare \_\_\_\_\_ to \_\_\_\_\_ for one ticket for one side is Rs. \_\_\_\_\_

I certify that I have already availed LTC for the block of two/four years \_\_\_\_\_ in the year \_\_\_\_\_.

My home address is (Complete address) \_\_\_\_\_  
My visiting place is \_\_\_\_\_. My wife/husband is employed in Govt/Undertaking at \_\_\_\_\_. (Certificate of not availing LTC is enclosed)

My wife/husband is employed in private at \_\_\_\_\_ (Certificate enclosed).

S.No.	Details of family members	Relationship	Age

I declare that the particulars furnished above are true and correct to the best of my knowledge. I undertake to produce the tickets for the outward journey within 10 days of the receipt of the advance.

In the event of cancellation of my journey or if I fail to produce the tickets within 10 days of the receipt of the advance, I undertake to refund the advance in one lump sum.

Yours faithfully,

BANK Account No.

IFSC Code:-

Pay Level:-

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Place of duty: \_\_\_\_\_

Telephone No. : \_\_\_\_\_