



Leave Travel Concession Scheme
Application for Addition/Deletion of names of family members

(To be filled in by staff member and returned to the Establishment Officer. Declaration in respect of family member/s made at item 6 below should be supported by some documentary evidence such as copy of ration card, marriage certificate and birth certificate/s of children, brothers and sisters.)

1. Name and Computer code : _____
2. Designation & Section/Group : _____
3. Date of Birth : _____
4. Date of Joining the Institute : _____
5. Scale if pay with basic : _____
6. Names of Family Member/s : _____

(i.e.wife/husband, children, parents, sisters & minor brothers. Please see note below.)

Sr. No.	Name	Relation	Age	Monthly* Income
1.				
2.				
3.				
4.				
5.				
6.				

* If drawing pension, please mention only basic pension and attach documentary proof.

DATE: _____

SIGNATURE: _____

Note:

- 'Family' means a Government servant's wife/husband, unmarried children or stepchildren, wholly dependant upon the Govt. servant whether they are residing with the Govt. servant or not. Married daughters, who have been divorced, abandoned or separated from their husbands, if residing with and wholly dependant upon the Govt. Servant. Unmarried minor brothers, unmarried divorced, abandoned, separated from their husbands or widowed sisters residing with the wholly dependant on the Govt. Servant provided their parents are either not alive or are themselves wholly dependant on the Govt. Servant.
- Income from all sources in case of each dependant should not exceed Rs.1500 p.m.

For Office Use Only

Date: _____

Copies of the ration card, marriage certificate and birth certificates of children, brothers and sisters are obtained and verified from the originals. Establishment Officer may kindly see.

Signature: _____

Establishment Officer: