

To

The Dy. Inspector General,
Unit.....

Subject :- PERMISSION TO CLAIM TRAIN FARE/AIR FARE IN LIEU OF
FREE RAILWAY WARRANT FOR THE YEAR

01	Name of Govt. Servant.		
02	Rank & Force No.		
03	Date of Appointment in Force		
04	Pay/Grade pay		
05	Whether permanent or Temporary		
06	Home Town & Nearest Rly. Stn. is recorded in Service Book		
07	Whether wife/husband is employed and if so whether entitled to LTC		
08	Whether concession is to be availed for visiting Home town & if so Block for which LTC is to be availed		
09	a) If the concession is to visit "any where in India" the place to be visited		
	b) Block for which to be availed		
10	Person in respect of whom LTC is proposed to be availed.		
	S.N.	Name	Relation
	01		
	02		
	03		
	04		
05			
11	Date of journey to avail LTC		

I declare that the particulars furnished above are true and correct to the best of my knowledge.

Local residential address

Signature.....

Force No.....

Rank :.....

Name :.....

Unit.....

12. Nature & No. of days Leave Sanction Days.....

UNDERTAKING

It is certified that during my Temporary duty/LTC/Attachment, I performed the journey by air on _____ from _____ to _____ and on _____ from _____ to _____. The details are as under :-

SL No	Ticket Booked from	Yes/No
01	Directly Airline Counter	
02	Through Airline Website	
03	01.M/s Ashok Travels & Tour	
	02.M/s Balmer Lawrie & Company	
04	Through IRCTC website	
05	Through Private Agent (Make my trip, yatra. Com etc (Not eligible)).	

It is further certified that, I actually paid Rs. _____ to the air line in Cash/Cheque/Net Banking/Debit Card/Credit Card dated _____ & _____ to _____ and Ticket No. _____ dated _____ from _____ to _____.

In case the above statement is found false necessary recover may be mad from my bill besides and taking suitable action as per rule.

Dated:- / /20

SIGNATURE _____

NAME _____

RANK _____

FORCE NO _____

UNIT/LINE _____