
The Sr.Supdt.of Post Offices,
Koraput Division, Jeypore(K).

Sir,

1.	Declared Home Town/Choice place	:	
2.	Village and Post Office	:	
3.	Name of the nearest Railway Station to Home Town/choice of place	:	
4.	Whether Married / Unmarried / Widow	:	
5.	Details of dependent family as on the date of application:		
	Name	Relationship	Date of Birth

Name	Relationship	Age
John Doe	Uncle	45
Jane Smith	Aunt	52
Michael Brown	Cousin	30
Sarah White	Sister	28
David Black	Brother	35
Emily Green	Grandmother	70
Robert Red	Father	50
Laura Blue	Mother	48
James Yellow	Uncle	42
Maria Purple	Aunt	55
Christopher Grey	Cousin	33
Amanda Pink	Sister	25
Benjamin Gold	Brother	38
Sophia Silver	Grandmother	68
William Bronze	Father	53
Olivia Copper	Mother	47
Lucas Iron	Uncle	44
Hannah Tin	Aunt	51
Isaac Lead	Cousin	31
Grace Zinc	Sister	27
Henry Nickel	Brother	36
Victoria Platinum	Grandmother	69
Thomas Gold	Father	54
Isabella Silver	Mother	49
Matthew Bronze	Uncle	43
Charlotte Copper	Aunt	56
Christopher Iron	Cousin	34
Alexandra Tin	Sister	26
Benjamin Lead	Brother	39
Sophia Zinc	Grandmother	71
William Nickel	Father	56
Olivia Platinum	Mother	51
Lucas Gold	Uncle	46
Hannah Silver	Aunt	58
Isaac Bronze	Cousin	36
Grace Copper	Sister	29
Henry Iron	Brother	41
Victoria Tin	Grandmother	72
Thomas Lead	Father	57
Isabella Zinc	Mother	52
Matthew Nickel	Uncle	47
Charlotte Platinum	Aunt	60
Christopher Gold	Cousin	38
Alexandra Silver	Sister	31
Benjamin Copper	Brother	43
Sophia Iron	Grandmother	73
William Tin	Father	59
Olivia Lead	Mother	54
Lucas Zinc	Uncle	49
Hannah Nickel	Aunt	62
Isaac Platinum	Cousin	40
Grace Gold	Sister	33
Henry Silver	Brother	45
Victoria Copper	Grandmother	74
Thomas Iron	Father	61
Isabella Tin	Mother	56
Matthew Lead	Uncle	51
Charlotte Zinc	Aunt	64
Christopher Nickel	Cousin	42
Alexandra Gold	Sister	35
Benjamin Silver	Brother	47
Sophia Copper	Grandmother	75
William Iron	Father	63
Olivia Tin	Mother	58
Lucas Lead	Uncle	53
Hannah Zinc	Aunt	66
Isaac Nickel	Cousin	44
Grace Platinum	Sister	37
Henry Gold	Brother	49
Victoria Silver	Grandmother	76
Thomas Copper	Father	65
Isabella Iron	Mother	60
Matthew Tin	Uncle	55
Charlotte Lead	Aunt	68
Christopher Zinc	Cousin	46
Alexandra Nickel	Sister	39
Benjamin Gold	Brother	51
Sophia Silver	Grandmother	77
William Copper	Father	67
Olivia Iron	Mother	62
Lucas Tin	Uncle	57
Hannah Lead	Aunt	70
Isaac Zinc	Cousin	48
Grace Nickel	Sister	41
Henry Platinum	Brother	53
Victoria Gold	Grandmother	78
Thomas Silver	Father	69
Isabella Copper	Mother	64
Matthew Iron	Uncle	59
Charlotte Tin	Aunt	72
Christopher Lead	Cousin	50
Alexandra Zinc	Sister	43
Benjamin Nickel	Brother	55
Sophia Gold	Grandmother	79
William Silver	Father	71
Olivia Copper	Mother	66
Lucas Iron	Uncle	61
Hannah Tin	Aunt	74
Isaac Lead	Cousin	52
Grace Zinc	Sister	45
Henry Nickel	Brother	57
Victoria Gold	Grandmother	80
Thomas Silver	Father	73
Isabella Copper	Mother	68
Matthew Iron	Uncle	63
Charlotte Tin	Aunt	76
Christopher Lead	Cousin	54
Alexandra Zinc	Sister	47
Benjamin Nickel	Brother	59
Sophia Gold	Grandmother	81
William Silver	Father	75
Olivia Copper	Mother	70
Lucas Iron	Uncle	65
Hannah Tin	Aunt	78
Isaac Lead	Cousin	56
Grace Zinc	Sister	49
Henry Nickel	Brother	61
Victoria Gold	Grandmother	82
Thomas Silver	Father	77
Isabella Copper	Mother	72
Matthew Iron	Uncle	67
Charlotte Tin	Aunt	80
Christopher Lead	Cousin	58
Alexandra Zinc	Sister	51
Benjamin Nickel	Brother	63
Sophia Gold	Grandmother	83
William Silver	Father	79
Olivia Copper	Mother	74
Lucas Iron	Uncle	69
Hannah Tin	Aunt	82
Isaac Lead	Cousin	60

- Yours faithfully,

Place:

Date:

Signature of the Government Servant

CERTIFICATE TO BE GIVEN BY THE GOVT. SERVANT

Certified that:

1. I have not availed so far for the leave travel concession in respect of myself or my family members in respect of the Block of yearsand.....and block year of two years.....and.....
2. I have already drawn TA for the LTC in respect of a journey performed by me/my wife with.....children. This claim is in respect of the journey performed by my wife/myself with.....children none of whom traveled with the party on the earlier occasion.
3. The family members to whom I have requesting for permission to avail All India/Home Town LTC for the Block Year.....are wholly dependent upon me as on date.
4. That my husband/wife is not employed in Govt.Service.That my husband/wife is employed in Govt.Service and the concession has not been availed of by him/her separately for himself/herself for any of the family members for the concerned block of four/two years.

Signature of the Govt.Servant

CERTIFICATE GIVEN BY CONTROLLING OFFICER

Certified:

1. That Sri/Smt./Kumari.....has rendered continuous service for one year or more on the date of commencing the outward journey.
2. That necessary entries as required under Para-3 of the Ministry of Home Affairs,OM No. 43/1/55/Ests,(A)-Part II,dated 11th October'1956 have been made in the service book of Sri/Smt/Kumari.....
3. That the official or his family members has neither availed the All India LTC nor the Home Town LTC for the Block Year..... and

respectively till this date.

Signature and designation of the Controlling officer