

Area _____ Deptt. _____ Cellery _____ Pay Office _____

Subject : OPTION FOR AVAILING LTC IN LIEU OF RRF

In terms of Classes 7, 4, 1, 7.4.2 and 7, 4, 3 of NCWA-III, I do hereby exercise option for availing Leave Concession for self and my family upto a maximum of 4 adults, in lieu of the existing arrangement of Return Railway Fare for self only for visiting home town at village _____

Railway Station _____ P. O. _____ P. S. _____ District _____

State _____ once in a block of 4 years (in lieu RRF for self in a block of 3 years the fourth year's RRF being set off against LLTC) for visiting home town or any other place upto a distance of 7.50 KMS each way in lieu of home town. The option will be final and irrecoverable during the period of the NCWA III.

Full details of my family members are as below.

No.	N A M E	Male/Female	Date of Birth & Age as on 12.1983	Relationship	Whether residing with the employee at the place of posting Yes or No	If not residing with the employee place of residence	Whether wholly dependent on the employee Yes or No	Remarks
1	2	3	4	5	6	7	8	9
1.								
2.								
3.								
4.								
6.								
6.								
7.								

Date _____

Signature in Full/L. T. C. _____

Name _____

Designation _____

Place of posting _____

Identification/Token No. _____

Countersigned

Controlling Officer