

**PROCEEDINGS OF THE \_\_\_\_\_**

**Rc.No.** \_\_\_\_\_

**Dt.** \_\_\_\_\_

**Sub :** Est-LTC – \_\_\_\_\_ (Name & Designation),  
visit to Delhi, Amritsar & Srinagar on LTC during Dasara vacation – Availment permission  
accorded – orders-issued.

- Ref :**
1. Request Letter of the individual Dt. ....
  2. G.O.Ms.No.98 Fin. Department Dt. 21.05.2011.
  3. G.O.Ms.No. 15 Fin. (PC) Dt. 17.01.1993.
  4. G.O.Ms.No. 151 Fin. (TA) Department Dt. 04.05.2010.

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With reference to the subject cited, Sri/Smt. \_\_\_\_\_  
(Name & Designation), applied for permission to visit Delhi, Amritsar & Srinagar on LTC accompanied  
with his/her family members during Dasara vacation (i.e. from 27.09.2011 to 06.10.2011) in the 2<sup>nd</sup>  
half of the block period 2009-2012.

In the reference '2'nd read above the Govt. employees are permitted to visit any where in  
India on LTC once in entire service up to a maximum distance of 3,500 KMs to and fro and  
subject to restricting the claim to ` 12,500/-.

Govt. has issued LTC rules through the reference 3<sup>rd</sup> and 4<sup>th</sup> cited. Keeping the terms and  
conditions of LTC in view, permission is here by accorded to the following members to visit  
Delhi, Amritsar and Srinagar from 27.09.2011 to 06.10.2011.

Sl. No.	Name	Relationship with Employee	Occupation	Whether Dependent or not
1				
2				
3				
4				
5				
6				
7				
8				

The individual is requested to follow the norms and conditions of LTC scrupulously.  
Refund claim along with original journey tickets should be submitted with in one month after  
returning from Journey. Any deviation/malpractice will be viewed seriously.

Copy to  
The individual,  
The Pay & Accounts officer,  
Hyderabad.

Sign & Seal