



UNIVERSITY OF MADRAS

Application for Leave Travel Concession for the block year 2025 – 2028

Registration Form

Affix Recent
Passport Size
Photograph
of the
Employee

1. Name of the Employee :
2. Employee Number :
3. Designation :
4. Section/Department :
5. Mobile Number :
6. Level of Pay /Basic pay :
7. State permanent or temporary :
8. Date of retirement :
9. Current Residential Address :

10. E-mail ID :

11. List of family members availing the concession, relationship with the University servant age and specify whether the person is dependent/ unmarried as detailed below:

Sl. No	Name	Relationship	Age as on date	State dependent or unmarried as the case may be
1.				
2.				
3.				
4.				
5.				
6.				
7.				

I hereby certify that my wife/husband is employed/not employed and the concession has not been availed by him/her separately for herself/himself or under any of their family members for the block year 2025– 2028 and the certificate will be produced at the time of travel from the competitive authority with seal.

Place :
Date :

Signature of the Staff