FORMS

Application Form for grant of LTC advance

1. Name of the Government servant -
2. Designation & Employee No. -
3. Date of Joining the Institute -
4. Pay + NPA -
5. Whether permanent or temporary -
6. Home town as recorded in the Service Book -
7. Whether wife/ husband is employed and if so whether entitled to LTC -
8. Whether the concession is to be availed for visiting Hometown, and if so block for which LTC is to be availed -
9. (a) If the concession is to visit "anywhere in India", the place to be visited
   (b) Block for which to be availed
10. Single rail fare/ bus from the headquarters to home town/ place of visit by shortest route -
11. Fare for onward Journey through AIR -
12. Persons (family Member) in respect of whom LTC is proposed to be availed:

Sl.	Name	Age	Sex	Relationship

13. Amount of advance required - .....

I declare that the particulars furnished above are true and correct to the best of my knowledge . I undertake to produce the tickets for the outward journey within ten days of receipt of the advance.

In the event of cancellation of the journey or if I fail to produce the tickets within ten days of receipt of advance, I undertake to refund the entire advance in one lumpsum.

Date

Signature of Applicant