



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान भोपाल
INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH BHOPAL
(Est.b. by MHRD, Govt. of India)

Transit Campus : ITI (Gas Rahat) Building, Govindpura, Bhopal -462 023

APPLICATION FORM FOR GRANT OF L.T.C. ADVANCE

1. Name and Designation : _____
2. PF. No. : _____
3. Department : _____
4. Date of Joining : _____
5. Present Pay : _____
6. Whether permanent or Temporary : _____
7. Hometown as recorded in the Service Book : _____
8. Whether Wife/Husband is employed and
If so whether entitled to L.T.C. : _____
9. Whether the concession is to be availed
For visiting Hometown, and if so Block
For which L.T.C. is to be availed. : _____
10. (a) If the concession is to visit "anywhere in India"
the place to be visited. : _____
(b) Block for which to be availed : _____
11. Period and nature of leave and date of commence-
ment of outward journey. : _____
12. Single rail fare/bus fare from the Headquarters to
Hometown/place of visit by shortest route. : _____
13. (a) The concession required for : Self / Family / Both
(b) Persons in respect of whom L.T. C. Is proposed to be availed:

Sl.No.	Name	Relation	Age
1			
2			
3			
4			

14. Amount of advance required : _____

I declare that the particulars furnished above are 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.

Persons in respect of whom L.T.C. is proposed to be availed are wholly dependent on me and resides with me.

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 the refund the entire advance in one lump sum.

Date :

Signature

CHECK LIST
(For use in office)

1. Particulars in Col. 1 to 7 verified : (Asstt. Est.)
2. Amount entitled for reimbursement : Fare Rs. x 2 x
(No. of tickets)
3. Advance admissible (90% of amount in 2) : Rs.

Advance of Rs.....may be sanctioned.

OR

The advance is not admissible since :-

1. The official has not completed the minimum service,
2. The official has not utilised the earlier advance for the L.T.C., which was not refunded by the official in time, but subsequently recovered with/without penal interest.
3.

Asstt. Registrar

Passed for Rs.....

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Dealing Asstt. (Accounts)

Registrar

Director

Pay Rs.....(Rupees.....)

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Finance Officer