

NATIONAL INSTITUTE OF SCIENCE, TECHNOLOGY AND DEVELOPMENT STUDIES

Application Form for grant of LTC Advance

1.	Name of the Council Servant	
2.	Designation	
3.	Date of entering the Council Service	
4.	Pay+SI+NPA	
5.	Whether permanent or temporary	
6.	Home Town as recorded in 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 home town, 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 fare from the head quarters to home town/place of visit by shortest route.	
11	Persons in respect of whom LTC is proposed to be availed.	

Sl.No.	Name & age	Relationship

12.	Amount of advance required	
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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 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

Check list (For use in Office)

1. Particulars in Cols. 1 to 6 verified :
2. Amount entitled for reimbursement :
3. Advance admissible (90% of amount in 2) :

Advance of Rs..... (Rs.....) may be sanctioned.

DA

DDO

Accounts Section