



Application Form for grant of LTC Advance

(To be filled in by the University Employee concerned)

1. Name of Official :
2. Designation & Employee Code :
3. Date of Joining :
4. Present Basic Pay, GP & 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 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 headquarters to home town/place of visit by shortest route. :
11. a) Mode of travel and class of accommodation to be used :
- (b) Estimated expenditure of Train/ Air Fare :
11. Persons in respect of whom LTC is proposed to be availed.

S.No.	Name	Age	Relationship
1.			
2.			
3.			
4.			
5.			
6.			

12. Amount of advance required. : Rs.....

- 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 lump sum.

Dated:

Place:

Signature of Employee