ICMR-NATIONAL INSTITUTE OF VIROLOGY, PUNE

Application Form for grant of LTC advance

Name of the Govt. Servant and Designation

D.A.

S.O.

D.D.O.

2	Date of entering the Govt. Service						
3	Pay + GP + NPA						
4	Whether permanent or temporary						
5	Home town as recorded in the service book						
6	Whether wife/husband is employed and if so whether entitled to LTC						
7	Whether concession is to be availed for visiting town, and if so block for which LTC is to be availed						
8	a) If the concession is to visit "anywhere in India", the place to be visited.						
	b) Block for which to be availed						
9	Single rail fare/bus fare from the headquarters to Home town/place of visit by shortest route.						
10	Whether proposed to avail leave encashment for LTC						
11	Nature of leave			From-	То-		
12	Persons in respect of whom LTC is propose						
C. N	Name Age			Relationship			
Sr.N	Name	Age		K	eiauonsnip		
В							
С							
D							
Е							
13	Amount of advance required Rs.						
In the	I declare that the particulars furnished above the tickets for the outward journey within te event of the cancellation of the journey or is ake to refund the entire advance in one lump s	n days of receipt f I fail to produ	t of adv	ance.			
Date:				Signature:			
		CHECK- LIS (For office us					
1. I	Particulars in column I to 6 verified						
2.	mount entitled for reimbursement Fa		Fare - R	Rs. x 2 x	(no. of tickets)		
	dvance admissible 90% of amount in 2) Advance of s may be sanctioned.						
Amou	nt in words Rs.						

S.A.O

DIRECTOR