



भारतीय सूचना प्रौद्योगिकी, अभिकल्पना एवं विनिर्माण संस्थान, कांचीपुरम
**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, DESIGN
AND MANUFACTURING, KANCHEEPURAM**
Melakottaiyur, Off Vandalur-Kelambakkam Road, Chennai-600048

APPLICATION FORM FOR GRANT OF LTC ADVANCE

01. Name of the Govt. employee :
02. Designation :
03. Employee ID No. :
04. Date of entering in the Govt. Service :
05. Basic Pay :
06. Whether permanent or temporary :
07. (a) Home town as recorded in the service book :
(b) Nearest Railway Station / Airport :
08. Whether wife / husband is employed and if so whether entitled to LTC : Yes No
09. Whether the concession is to be availed for visiting Home Town, and if so Block year for which LTC is to be availed : Yes No
If so, Block Year:
10. If the concession is to visit "Anywhere in India", name the place to be visited and Block year for which LTC is to be availed : Place:
Block Year:
11. Single rail-fare/ bus fare / by air (LTC-80 fare only) from the Headquarter to Home Town / Place of Visit by shortest route :
12. Persons in respect of whom LTC is proposed to be availed :

Sl. No	Name and Age	Relationship	Whether dependent as per definition of family
01.			
02.			
03.			
04.			
05.			
06.			

13. Amount of advance required : Rs.

(Rupees only)

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 10 (ten) days of receipt of the advance. In the event of cancellation of the journey or if I fail to produce the tickets within 10 (ten) days of receipt of advance, I undertake to refund the entire advance in one lumpsum. Further I undertake to refund any excess amount if any pointed out during subsequent audit.

Date: Signature of the employee

=====

(FOR USE IN OFFICE)

1. Particulars in Cols1 to 6 verified :
2. Amount entitled for reimbursement : Rs.
(Fare Rs. × 2 × (No. of Tickets)
3. Advance admissible (90% of amount in 2) : Rs.

Advance of Rs. (Rupees
..... only) sanctioned

Superintendent AR (Admn.)

=====

(FOR USE IN ACCOUNTS)

Pay Rs. _____ (Rupess _____
_____ only)

AR (F&A)

DR (F&A)

Auditor

Registrar