ICMR-NATIONAL INSTITUTE OF VIROLOGY, PUNE

Application Form for grant of LTC advance

1	**Name of the Govt. Servant and Designation**	
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- To-
12	Persons in respect of whom LTC is proposed to be availed	

Sr.No	Name	Age	Relationship
A			
B			
C			
D			
E			

13	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 advance.
In the event of the 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.

Date: **Signature:**

CHECK- LIST
(For office use)

1.	Particulars in column I to 6 verified	
2.	Amount entitled for reimbursement	Fare - Rs. x 2 x (no. of tickets)
3	Advance admissible 90% of amount in 2) Advance of Rs…….. may be sanctioned.	Rs.

Amount in words Rs. _____

D.A. **S.O.** **D.D.O.** **S.A.O** **DIRECTOR**