

## NATIONAL INSTITUTE OF SCIENCE EDUCATION AND RESEARCH

## BHUBANESWAR

## Application Form for grant of LTC advance

1.	Name of the Government Servant	:
2.	Designation	:
3.	Date of entering the Central Government Service	:
4.	Pay + Grade Pay + NPA	:
5.	Whether permanent or temporary (Temporary Govt. Servant will have to furnish Indemnity Bond)	:
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	: ti
9.	(a) If the concession is to visit 'any where in India', the place to be visited	:
10.	Single air fare/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 availe	d:

S. No.	Name(s)	Age	Relationship

12. Amount of advance required	:	
--------------------------------	---	--

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 amount of advance drawn for the purpose.

			Signature
	CHECK-LIST		
1. Particulars in Columns 1	to 6 verified		
2. Amount entitled for rei	mbursement		
<ul><li>3. Advance admissible (90 Advance of Rs. Sanctioned</li><li>4. The Nature and period</li></ul>	may be		
			Dealing Assistant
APO (Admin)	A.OIII (Admin)	FIC – Faculty Affairs	
	<u>Pay Order</u>		
Pay Rs (Rup	ees		)
Dealing Assistant	АО	DCA	FO
	Receipt		
Received Rs	(Rupees		)
Vide cheque No	Date		
Date :		Signature of	f the Employee
		Designation	: