

ICAR-Indian Institute of Soil Science
BHOPAL-462 038

APPLICATION FOR GRANT OF ADVANCE FOR LEAVE TRAVEL CONCESSION

1. Name of Govt. Servant :
2. Designation and Division /Section to which attached :
3. Date of entering the Central Govt. Service :
4. Basic Pay with Pay Band & Level :
5. Whether permanent / quasi permanent / temporary :
6. Home Town as recorded in the Service book :
7. Whether Wife/Husband is employed and it 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 visited. :
- (b) Block for which to be availed :
10. Single 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 availed:

	Sl. No	Name	Age	Relationship
ONWARD JOURNEY	1.			
	2.			
	3.			
	4.			
RETURN JOURNEY	1.			
	2.			
	3.			
	4.			

12. Details of Journey

Departure		Arrival		Distance of Rly Journey in kms.	Class of accommodation proposed to be availed of Mail/Exp.	Amt. of fare for each person	Remarks if any
Date	Name of Rly. Stn.	Date	Name of Rly. Stn				
ONWARD JOURNEY							
RETURN JOURNEY							
			Total				

13. Amount of advance being 9 / 10 of the net amount payable Rs.:

14. Amount of advance asked for Rs.:

(Rupeesonly)

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 lumpsum.

Date:

SIGNATURE OF GOVERNMENT SERVANT

CHECK-LIST
(For use in office)

1. Particulars in Cols.1 to 6 verified.
2. Amount entitled for reimbursement Rs.
3. Advance admissible (90% of amount in 2).
Advance of Rs..... may be sanctioned.