

INDIAN INSTITUTE OF PULSES RESEARCH KANPUR-208024

APPLICATION FOR LTC ADVANCE

1. Name & Designation : _____

2. Establishment : _____

3. Basic Pay : _____

4. Present Residential Address : _____

5. Full address of home town / the place where the applicant intends to visit : _____

6. Nearest Railway Station : _____

7. Period of Leave : _____

8. Block of year against which the LTC is to be availed : _____

9. Date & Time of Departure and Place of Departure : _____

10. Mode of Journey :

- a) By Rail : Tickets / Reservation will be shown before proceeding on journey :
- b) By Bus : Bus No, route, and receipt of reservation will be furnished before proceeding on journey :
- c) Name of the Travel Agency and Registration No.:

11. I hereby declare that I shall avail the Leave Travel concession in respect of the following members of my family who are residing with me and wholly dependent upon me Documentary proof such as Ration Card / CGHS Card, of the dependents residing with should be furnished.

Details of family

	<u>Onward Journey</u>		<u>Inward Journey</u>	
Sl. No.	Name	Age/Date of Birth	Relationship	Income if any
1.				
2.				
3.				
4.				
5.				
6.				

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12. It is further declared that my wife/husband who is employed in..... has not availed/will not be availing the Leave Travel Concession facility from her/his employer.

13. My parent(s) monthly income is Rs.....

14. No. of tickets onwards journey.....inward Journey..... Total.....including self.

15.Class rail fare from Kanpur to..... Rs.....

16. Less.....Class rail fare for 1st 400 K. Ms. Rs.....balance Rs.....(in case of P.T.O.).

17. Total fare for.....tickets Rs.....

18. 4/5 of the total fares Rs.....amount advance required.

Certified that I have not already availed of LTC for the block year 19.....

Signature of the applicant

Signature of the recommending authority

Verified :

Certified that Dr. / Shri Miss / Mrs.....is entitled to avail PTO / LTC for the block year 19.....LTC advance is Rs..... may kindly be sanctioned which is admissible under the rules.

Signature of D.D.O.