## NATIONAL INSTITUTE OF NUTRITION Indian Council of Medical Research Hyderabad-500 007

## APPLICATION FOR GRANT OF LEAVE TRAVEL CONCESSION ADVANCE

1.	(in block	letters)	:				
2.	Designati	ion	:				
3.	(if not per	ent or Temporary rmanent, Surety Bond from a permanent be enclosed)	:				
4.	Unit/Offic	e to which attached	:				
5.	Basic pay in the present Grade		:				
6.	Date of appointment in the Department		# # #			g.	
7.	Hometow	vn declared in the Service Book	:				
8.	Particula	rs of LTC availed previously	:•: :•*	Blo	ock Year :		
				i)	Home Town:		*
	w			ii)	Any where in India		
9.	Settled in	LTC advance already taken has been full or pending settlement, date of settle-previous case	:				
10.	. Particulars of LTC proposed to avail now		:	Ho	ome Town / Any whe	re in India	
11.	. Block Year now proposed to avail		•				
12.	Nature of Leave to be availed			Ca	asual Leave / Earned	Leave	a.
13.	. Place of proposed visit (farthest point)		•				
14.	. Proposed date of onward journey		:				
15.	15. Probable date of return journey						
16. Particulars of persons availing the facility :			:				
	S.No.	Name			Relationship	Age	Dependent
				1			

S.No.	Name	Relationship	Age	Dependent
	,			
				9

		s of accommodation proposed to be availed in the vay Journey	:
18.	Amo	unt of advance required	:
19.		e in which the spouse of the Government Servant loyed	is :
20.	his/h	e spouse is eligible for LTC or similar concession from office whether declaration has been given that lower office whether declaration has been given that lower of the control of the co	ne/
21.	me	ified that my spouse for whom LTC for the Block and that in respect of other family members for wlighting with me at	Year is claimed is actually residing with nom LTC is claimed, are entirely dependent upon me and actually
Pla	ce	: Sigr	nature :
Da	te	: Nan	ne & Designation :
		DEC	CLARATION
fur	I, _ nishe	d by me are true and correct.	, hereby declare that the above particulars
	l al		mmediately in case of failure to perform the proposed journey for
CO		so declare that I will not visit other than the place tent authority.	mentioned in the application without obtaining prior approval of the
ad		so agree to refund one half of the advance if the reet taken.	turn journey could not be performed within 90 days from the date of
	l als	so agree to credit forthwith the office any excess ar	mount of advance left with me for any reason whatsoever.
the	e forv	rard journey within 10 days or before the commentance. I am aware that failure to comply with the	ets, etc., for myself/members of my family as the case may be, for cement of the journey whichever is earlier from the date of drawing ne above requirement will entail recovery of the advance in one the penal interest at 2½% over and above the normal interest.
		able in one lumpsum from my next salary togeth	month from date of return journey, the outstanding LTC advance is ner with the penal interest @ at 2½% over and above the normal
co		m also aware that my claim will stand forfeited tion of journey.	if I fail to submit the bills within three months from the date of
av		so understand that if the LTC is availed for self, any kind of leave and not during week end holida	the cost is reimbursable only when the journey is performed after ys/other restricted holidays alone.
PI	ace	:	Signature :
Da	ate		Name & Designation:

## REMARKS OF THE UNIT OFFICER

The Casual Leave/Earned Leave applied by the official as at Col.12 has been sanctioned.