

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 + C | Pay + Grade Pay + NPA : | | | | | | | |
| 5. | Whether permanent or temporary (Temporary Govt. Servant will have to furnish Indemnity Bond) : | | | | | | | | |
| 6. | Home 7 | 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: | | | | | | | | |
| 9. | | If the concession is to visit 'any where in India', the place to 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 availed: | | | | | | | | | |
| | S. No. | Name (s) | Age (Year) | Relationship | | | | | |
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| | | | | | | | | | |

| 12. Amount of advance re | equired : | Rs | _/- | | | | | |
|---|-------------------|------------|--------------------------------|---------------|------------------|--|--|--|
| I declare that the particular undertake to produce the tick | | | | | | | | |
| In the event of cancellation advance. I undertake to refur | | | | within ten da | ys of receipt o | | | |
| | | | · | | | | | |
| Date: / / 20 | | | Full signature of the Employee | | | | | |
| Place: NISER, Jatni | | | | | | | | |
| | | CHECK-LIST | Ι | | | | | |
| Particulars in Column | s 1 to 6 verified | : Y | es / No | | | | | |
| 2. Amount entitled for re | : R | ds/- | | | | | | |
| 3. Advance admissible (90% of amount of SI. No. 2): | | | | | | | | |
| 4. Amount of advance sa | anctioned | : | | | | | | |
| 5. The Nature and period | d of leave sanct | ioned : | | | | | | |
| Dealing Assistant | APO(Ac | lmin/FA) | AO-III | <u>Regi</u> | istrar /FIC (FA) | | | |
| | | Pay Order | | | | | | |
| Dav Da (D.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,, | | | | | ` | | | |
| Pay Rs (Rupees | | | | | .) | | | |
| | | | | | | | | |
| Dealing Assistant | <u>A</u> | PO (F&A) | | <u>DCA</u> | <u>FO</u> | | | |
| | | Receipt | | | | | | |
| Received Rs | (Rup | ees | | |) | | | |
| Vide cheque No | Dat | e | | | | | | |
| Date: | | | Signature of | the Employee | | | | |
| | | | Designation: | | | | | |
| | | | _ | | | | | |