



INDIAN INSTITUTE OF SCIENCE
BANGALORE - 560 012

Application for LTC Advance/intimation:- Home Town / Any Place in India

1. Name of the Applicant (In block letters)					
2. Designation					
3. Department/Lab./Section/Unit					
4. Basic Pay & Grade pay					
5. LTC block period					
6. Place of visit					
7. Class of Journey		Mode of Travel		TRAIN / BUS / AIR	
8. <u>Home Town</u>		<u>Village</u>	<u>Taluk</u>	<u>District</u>	<u>State</u>
9. Date of Onward & Return journey		Onward		Return	
10. Kind of Leave		EL / CL /	From		To
11. Total amount of LTC advance requested					
12. Details of Members travelling:-					
Sno.	Name(s)	Age (yrs)	Relationship	Marital Status	Occupation / Pension
1.					
2.					
3.					
4.					
5.					
6.					
I propose/do not propose to avail myself of Encashment of Earned Leave.		Yes No	No. of Days (Maximum 10 Days)		Days:

DATE :

SIGNATURE

P.T.O.

NOTE : 1. In case of Parents/Father/Mother/Brother(s)/Sister(s), please certify whether they are DEPENDENT on you and RESIDING with you.

2. The staff member should ensure that the onward journey is commenced within 30 days from the date of grant of the advance, or refund the full advance. In case where the onward journey is to commence after 30 days but within 60 days of receipt of the advance and produce cash receipts/ticket numbers in proof of the same to the Accounts Officer, Salary Section.

FOR OFFICE USE ONLY

The Registrar W/c :
Unit-IB

Bangalore
Date :

Signature of Chairman/
Officer-in-charge

The Deputy Financial Controller W/c :
Unit-V

REGISTRAR
(UNIT-IB)

Travelling advance of Rs. _____ (Rupees _____)

_____ is sanctioned.

ACCOUNTS OFFICER

FINANCIAL CONTROLLER