

 **INDIAN INSTITUTE OF SCIENCE**

 **BANGALORE – 560 012**

 APPLICATION FOR LTC ADVANCE/INTIMATION: - **Home Town/Any Place in India**

(Columns 1 to 12 to be filled by the applicant)

|  |  |  |
| --- | --- | --- |
| 1. | Name of the Applicant (In block letters) |  |
| 2. | Employee Code No. |  |
| 3. | Designation andDept./Section/Unit. etc., |  |
| 4. | Place of Visit: (in case not connected by rail, indicate the name of nearest Railway Station) |  |
| 5. | Name of Hometown declared.  |  |
| 6. | Basic Pay & Level |  |
| 7. | LTC Block Period/Year |  |
| 8. | Class of Journey |  | Mode of Travel | TRAIN/BUS/AIR |
| 9. | Date of Onward & Return Journey | **Onward:** | **Return:**  |
| 10. | Nature of Leave & Period applied in SAP. |  |
| 11. | Total Amount of Advance requested. |  |
| 12. | Persons in respect of whom L.T.C. is proposed to be availed |
| **Sl.****No.** | **Name(s)** | **Age** | **Relationship** | **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 (Max. 10 days) |  |

 Date:

Signature of the Staff Member

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**Note:**In case of parents, brother(s)/sister(s) etc., please certify whether they are dependent on you and residing with you.

 The Staff member should ensure that the outward journey is commenced within 30 days from the date of grant of advance OR refund the full advance. In case where the outward journey is to commence after 30 days but within 60 days, he/should reserve the accommodation within 10 days of receipt of the advance and produce cash receipts/Tickets Nos. in proof of the same to the Deputy Financial Controller, Salary Section.

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The Assistant Registrar W/c:

HR Section

BANGALORE Signature of Chair/

DATE Officer-in-Charge

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The Assistant Registrar (Bills) W/c:

 ASSISTANT REGISTRAR(HR)

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 ***DEBIT: LTC Advance***

Travelling Allowance of Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Rupees (in words)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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is sanctioned.

ASSISTANT REGISTRAR FINANCIAL CONTROLLER

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