



भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ) धनबाद
INDIAN INSTITUTE OF TECHNOLOGY
(INDIAN SCHOOL OF MINES) DHANBAD -826004

APPLICATION FORM FOR GRANT OF LTC ADVANCE

1	Name and designation of the employee		
2	Date of entering in IIT(ISM)Dhanbad		
3	Present Basic Pay and Pay Level (as per 7th CPC)		
4	Whether permanent or temporary		
5	Home Town as recorded in the Service Book		
6	Whether wife / husband is employed and if so whether entitled to LTC		
7	Whether the concession is to be availed for visiting home town and if so block for which LTC is to be availed.		
8	(a) If the concession is to visit anywhere in India, the place to be visited. (b) Block for which to be availed.		
9	Single Rail /Air /bus fare from the headquarter to home town/place of visit by shortest route (itinerary to be enclosed along with estimated expenses)		
10	Proposed date for outward journey		
11	Persons in respect of whom LTC is proposed to be availed.		
S.No	Name	Age	Relationship
12	<u>Amount of advance applied for</u>	₹	

1. I declare that the particulars furnished above are true and correct to the best of my knowledge. I undertake to produce the tickets for the outward journey within **10 days** of receipt of the advance.
2. In the event of cancellation of the journey or if I fail to produce the tickets within ten days of receipt of advance, I undertake to refund the entire advance in one lump sum with interest (if applicable).

Date: _____ Signature of the Employee

(For use in Accounts Section)

Total estimate of the Air/Rail/Bus fare ₹ _____ 90% of the estimated fare of ₹ _____.
Submitted for sanction of ₹ _____ only please.

Dealing Assistant

AR(F&A)

JR(F & A)

Sanctioned ₹ _____

Registrar/Dean(F)

Passed for payment of ₹ _____

Dealing Assistant

AR(F&A)

JR(F & A)

BP No _____

Component Code _____