

**NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI****TAMIL NADU – 620 015****LTC Application cum Advance Form****(Enclose copy of approved leave application, if LTC application includes self)****1. Personal Details**

Name : Emp. ID :
Designation : Pay level :
Department : D.O. J. :

2. LTC Particulars

| | | | |
|--|--------------------------|---|--|
| Place of Visit (Destination) | | Home Town: Yes/ No | Conversion of One block of Home Town LTC: Yes/ No |
| LTC already availed period | | Current Block: | |
| Date of Departure (Headquarters) | | Date of Return (Headquarters) | |
| Railway Station / Airport nearest to destination | | Mode of Journey as per eligibility | |
| Approx. one way fare by shortest route for one person | | Class of Journey (as per eligibility) | |
| Advance, required (Max 90% of total fare to all members) | No/ Yes If yes Rs. | No. of ELs for leave encashment, if required Yes/ No | Max 10 days |
| No. of times of EL encashment earlier with LTC, if any | | | |
| Nature of leave applied and sanctioned | El/ Vacation/ CL/ others | Period of Leave | From : To : |

3. Details of persons availing concession

| S. No. | Name(s) | Relationship | Date of Birth & Age | Status other than GS Dependents / Pensioner / Married / Unmarried |
|--------|---------|--------------|---------------------|---|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |

4. Undertaking by the applicant:

- I will settle the LTC advance within 30 days after the date of return.
- In the event of cancellation of the journey, I will refund the entire advance in one lump sum immediately.
- If I fail to comply the points (a) or (b) above, the amount of advance can be deducted from my salary of the next month(s).
- I certify that persons availing LTC are wholly dependent on me.
- I certify that I have not availed of LTC of any place in India / Home Town during the Block year **20 - 20** and also undertake to produce the onward journey tickets for verification within 10 days of drawl of advance vide G.O.I. MHA O.M. No. 31011/11/79 – Estt (A) dated: 06.03.1981. In the event of cancellation of the journey or if I fail to produce the tickets within 10 days of the drawl of advance. I Undertake to refund entire amount of advance in one lump sum.

Date:

Signature of Employee

| |
|-------------------------|
| Recommended / Forwarded |
| Signature of HoD |

| | |
|---|------------------------------------|
| Checklist for Estt. Section | |
| Particulars in Col. 1 to 4 (excluding advance claimed) have been verified. The application is transmitted to Bill Section for necessary action. | |
| Supdt. | Assistant Registrar (Admin) |

NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI-15

L.T.C. ADVANCE APPLICATION FORM

1. NAME (CAPITAL LETTER) :
2. DESIGNATION / DEPARTMENT :
3. GRADE PAY :
4. STAFF NO. :
5. BANK A/C. NO. :
6. AMOUNT OF ADVANCE : Rs. (Rupees _____ Only)
7. PLACE OF LTC DECLARED
(Enclose copy of proceeding) :
8. DETAILS OF LTC ADV. ALREADY DRAWN AND
PENDING SUBMISSION :
9. RECOMMENDATION OF HOD:

DATE:

SIGNATURE OF THE APPLICANT

WORKING SHEET

| | | | | |
|--------------|-------------------------------------|----------------|-----|-------|
| (ii) T.A.:- | AIR / RAIL / BUS / SEA (TO AND FRO) | Rs. | | |
| | Number of Days _____ | (90% of T.A.) | Rs. | ----- |
| TOTAL | | | | |

FOR OFFICE USE ONLY

DEBIT HEAD : Non-Plan VR. No.

ACCOUNT NO : B (10023882946) CHEQUE NO. Date:

Passed for the Payment of Rs. _____ (Rupees _____)

_____ LTC Advance Registrar Sl.No. Entered in Page No.

Jr.Asst.

Supdt.

D.R.(A/Cs)

REGISTRAR

DIRECTOR

NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI-15
TOUR ADVANCE APPLICATION FORM

1. NAME (CAPITAL LETTER) :
2. DESIGNATION / DEPARTMENT :
3. BASIC PAY / GRADE PAY :
4. STAFF NO. / ROLL NO. :
5. BANK A/C. NO. :
6. AMOUNT OF ADVANCE : Rs. (Rupees.....)
7. PURPOSE OF ADVANCE
(Enclose copy of proceeding & Brochure):
8. DETAILS OF TA ADV. ALREADY
DRAWN & PENDING SUBMISSION
(with date and Amount) :

NOTE:

- (i) If one advance is pending, second advance will not be sanctioned.
- (ii) Advance should be settled within one month from the date of tour is over, failing which the advance amount along with interest will be recovered fully from the salary as per the CCS Rules.]

9. RECOMMENDATION OF HOD

DATE:

SIGNATURE OF THE APPLICANT

WORKING SHEET

| | |
|--|-----|
| (i) REGISTRATION FEE | Rs. |
| (ii) T.A.:- AIR / RAIL / BUS FARE (TO AND FRO) | Rs. |
| (iii) D.A. | Rs. |
| FOR THE PERIOD FROM _____ TO _____ @ Rs. _____ | |
| Number of Days _____ (90% of DA)----- | Rs. |
| TOTAL | |

FOR OFFICE USE ONLY

DEBIT HEAD : TRAVELLING EXPENSES VR. No.
ACCOUNT NO : B (10023882946) CHEQUE NO. Date:

Passed for the Payment of Rs. _____ (Rupees _____)

_____ Advance Registrar Sl.No. Entered in Page No.

Jr.Asst.

Supdt.

D.R.(A/Cs)

REGISTRAR

DIRECTOR