NATIONAL INSTITUTE OF PLANT GENOME RESEARCH

New Delhi

APPLICATION FOR ADVANCE FOR LEAVE TRAVEL CONCESSION (IN DUPLICATE)

1. Name	2. Post held
3. Basic pay	
4. Date of continuous appointment	
5. Name of Home Town (with District & State)	
6. Nearest Railway Station	
7. Details of family members:	

	Name	Relationshi	p A	ge (in case of children)	
(1)					
(2)					
(3)					
(4)					
(5)					
(6)					
(7)					
8 Notu	re and period of leave sanction	ad with datas			
9. Whether intention to avail of the LTC given in leave application					
10. Whether LTC required for Home Town under the 2 years LTC Scheme or some other place (Name of place to be given) under the 4 years scheme.					
place a	s de green) under the Tyeurs se				
11. Blo	ck of year against which LTC	required			
12. Wh	ether advance required for self	or family or both			
13. Pro	posed date(s) of journey	Self		Family	
		(i) Outward			
		(ii) Return			
14. (a)	Mode of journey	By Rail/Bus			
	ails of advance required				
	(a) Total kilometers by the she from		to	lima	
	110111		10	KIIIS.	
	(b) Fare by	Class			
	(c) Fare for	Members (Adults	children) Rs	
	(d) 90% payment allowed			Rs	
				or	
Note	Advance can be drawn for for	uand iournou only if the	namiad of leave	Rs	

Note: - Advance can be drawn for forward journey only if the period of leave exceeds 90 days. Certified That:-

- 1. I have not availed of the LTC for my self and/or my family members for the block of the year mentioned at item 11 above.
- 2. I shall refund the advance forthwith in case the outward journey is not commenced within 30 days/ within 60 days of drawl of advance in the case of journey proposed to be performed by rail.
- 3. I undertake to produce the railway cash receipt/receipts for the reservation by Bus, within 10 days of the drawal of the advance to the Finance Officer, otherwise the mount of the advance drawn would be refunded forthwith in one lump sum.
- 4. I undertake to submit the L.T.C. Adjustment within one month of the completion of journey, I also understand that if the adjustment account is not submitted within one month of the completion of journey, the full mount will be refunded by me in one lump sum along with penal interest, if any.
- 5. I have family in terms of the Leave Travel Concession Rules of the Institute, which has been ordinaries residing with me.
- 6. The income from all sources including pension (inclusive of temporary increase in pension and pension equivalent of DCRG benefits) of none of the members of my family included for purposes of the LTC exceeds Rs.9,000/- p.m. plus amount of the Dearness Relief on the basic pension of Rs 9,000/- p.m., as on the date of consideration.
- 7. If the period of my absence or my family from headquarters is likely to exceed three months or ninty days, one-half of the advance will be refunded forthwith.

Date.....

Signature.....

Forwarded to the Finance Officer. The particulars given against item No.2 to 11 above have been verified from service records. It is certified that:

year.....

- 2. Necessary entries have been made in the service record of Dr./Sh./Smt./Km.....
- 3. The applicant is a temporary employee and necessary surety from a permanent employee of Institute for the payment of L.T.C. advance has been taken and recorded in the personal file of the applicant.

Dated.....

Administrative Officer/COA

FINANCE & ACCOUNTS DEPARTMENT

Advance of Rs(Rupees	
The amount has been noted in the L.T.C. Check Register at item No	Assistant .Page No
Passed for the payment for Rs(Rupees	Assistant)
Received a sum of Rs(Rupees	

Signature.....