NATIONAL INSTITUTE OF BIOLOGICALS
(APPLICATION FORM FOR GRANT OF LTC ADVANCE)

1. Name of the Government Servant
2. Designation
3. Date of entering the Central Govt. Service
4. Pay + SI + NPA
5. Whether permanent or temporary
6. Home Town as recorded in the Service Book
7. Whether wife/husband is employed and if so
   Whether entitled to LTC
8. Whether the concession is to be availed for
   Visiting Home town, and if so block for which
   LTC is to be availed
9. (a) If, the concession is to visit anywhere in
       "In India", the place to be visited
       (b) Block for which to be availed.
10. Single rail fare/bus fare from the Headquarter to
    Home town/place of visit by shortest route
11. Persons in respect of who LTC is proposed to be
    Availed.

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<th>S.No.</th>
<th>Name of Persons</th>
<th>Age</th>
<th>Relationship</th>
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12. Amount of advance required
    Rs.________________

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 ten days
of receipt of the advance.

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.

Date

Signature

CHECK-LIST
(For use in Office)

1. Particulars cols 1 to 6 verified
2. Amount entitled for reimbursement
3. Advance admissible (90% of amount in 2) : Rs
4. Advance of Rs.________________ may be sanctioned
5. D.A. (Administrative Officer)