

**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. : _____

S.No.	Name of Persons	Age	Relationship

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)