

NATIONAL INSTITUTE OF EDUCATIONAL PLANNING & ADMINISTRATION
17-B SRI AUROBINDO MARG, NEW DELHI-16

FORMAT FOR SUBMISSION OF APPLICATION FOR LEAVE TRAVEL CONCESSION ADVANCE

1.	Name and Designation and current Grade Pay of official	
2.	Name of Department/Section	
3.	Nature and period of leave applied and granted (copy of sanction order may be attached)	Fromto.....
4.	The kind of LTC to be availed	Home Town/Anywhere India
5.	Name of the place to be visited	
6.	Block Year for which LTC advance is applied	
7.	Name, age and relation of the family proposed for LTC	S.No. Age Relation 1. 2. 3.
8.	No. of tickets to be purchased	
9.	Mode of Travel proposed for LTC	
10.	Total cost of the travel tickets (To and Fro)	
11.	Amount of advance required (Not exceeding 90% of the total cost of travel tickets)	

UNDERTAKING

I hereby undertake that the above particulars are correct and I will utilize the advance before my departure on LTC and submit documentary evidence for the same. I also undertake to settle the advance granted to me within one month from the date of my return from LTC.

Signature of applicant

Date:

Recommended and forwarded.

Signature of HOD

Date:

TO BE COMPLETED BY OFFICE

1. Certified that the above particular have been checked a found correct.
2. The applicant is entitled for LTC and the advance as applied above.
3. An advance of Rs. _____ may therefore be approved.

Dealing Hand

Section Officer

Administrative Officer

Registrar/Vice-Chancellor