

National Institute of Technology Sikkim

Ravangla, South Sikkim- 737139

Application for grant of LTC advance

1. Name of the Employee :
2. Designation :
3. Date of entering in the service of the Institute:
4. Pay +GP + 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 India"
(b) Block for which to be availed:
10. Single rail fare bus fare from the headquarters to home town / place of visit by shortest route:
11. Persons in respect of whom LTC is proposed to be availed)including the applicant):

Sl. No.	Name and Age	Relationship

12. Amount of advance required:

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 of if I fail to produce the tickets within ten day of receipt of advance, I undertake to refund the entire advance in one lumpsum.

Date:

Signature

CHECL- LIST (For use in accounts office)

1. Particulars in cols1 to 6 verified.
2. Amount estimated total fare To & Fro (Basis of one way journey on actual).....
3. Advance admissible(90% of amount in 2).....Rs.....
4. Advance of Rs.....may be sanctioned.

Dealing Assistant

Dy. Acct.

A. Registrar

Registrar

Director

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10. Particulars of Journey(s) performed by road between places connected by rail:

Name of Places		Class to which	Rail fare	
From	To		From	to

Certified that:-

1. The information as given above is true to the best of my knowledge and belief:
2. That my husband/wife is no employed in the Institute / that my husband/ wife is employed in Institute and the concession has not been availed of by him/ separately for himself/ herself or for any of the family member for the concerned block of years.....to.....
3. That my husband/wife for whom L.T.C. is claimed by me is employed in(name of the public sector Undertaking/ corporation / Autonomous preferred and will no prefer any claim in this behalf to his / employer, and
4. That my wife/ husband for whom L.T.C. is claimed by me is not employed in any public sector undertaking/ corporation/Autonomous Body financed wholly or partly by the Central Government of a Local body, Which Provides L.T.C. facilities to its employees and their families.
5. The total expenditure under this LTC claims is Rs.....

Date.....

Signature of the Employee

Verified by:

Approved by:

Accounts Office
(Name , Signature & Seal

Registrar/Director

