

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.स.)  
**National Institute of Electronics and Information Technology (NIELIT)**

(इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार की एक स्वायत्त संस्था)  
(An Autonomous Society under Ministry of Electronics & Information Technology, Govt. of India)

Application Form for grant of LTC advance

1. Name of the Government servant \_\_\_\_\_
2. Designation \_\_\_\_\_
3. Date of entering the Central Government Service \_\_\_\_\_
4. Present Pay Band, Pay in PB and GP \_\_\_\_\_
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", the place to be visited.  
(b) Block for which to be availed. a. \_\_\_\_\_  
b. \_\_\_\_\_
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:

Sno.	Name	Age	Relationship

12. Amount of advance required Rs. \_\_\_\_\_

I declare that I am well aware of the definition of dependent family members for the purpose of LTC/ Medical claim and 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 lumpsum.

Date \_\_\_\_\_

Signature \_\_\_\_\_

# CHECK LIST

(For use in Office)

1. Particulars in Cols. 1 to 6 verified	
2. Amount entitled for reimbursement	
3. Advance admissible (90% of amount in 2)	
4. Advance of Rs.....may be sanctioned.	

AO