

**NATIONAL INSTITUTE OF ANIMAL NUTRITION AND PHYSIOLOGY
ADUGODI, BANGALORE - 560 030.**

(Application for grant of advance for Leave Travel Concession (4 years / 2 years) to be submitted in triplicate)

1. Name _____
2. Designation _____
3. Whether Permanent / Temporary _____
4. Name of the Surety _____
5. Date of Appointment _____
6. Basic Pay _____
7. Period of leave granted from _____

Departure Date	Arrival Name of Rly. Station / Destination	Distance of Rly. journey of Kms.	Class of Accommodation proposed to be availed of Train / Bus	Details of family Members to Undertake Journey	Amount of fare each person
1	2	3	4	5	6
FOR ONWARD JOURNEY (Destination Station)					
FOR RETURN JOURNEY					

Total No. of Tickets:

8. 90% of the total amount.
9. I am aware that I have to produce Railway tickets within 10 days of drawal of advance.
10. **CERTIFIED THAT:**
 - a. The journeys proposed are for Home Town of _____ and back _____.
 - b. Name of the Home Town/ Place of Visit _____

- c. If the onward journey(s) does not / do commerce within 15 days of the drawal of advance and if the onward journey(s) are / is not completed within 3 months / 90 days, the advance will be refunded in full immediately failing which penal interest may be charged.
- d. I have not availed of L.T.C. for the block years _____ .
- e. The family members shown above are wholly dependent upon me.
- f. That the journey(s) proposed to undertaken, will be claimed by the shortest route.
- g. I have noted that I have to produce Railway ticket Nos./ Bus tickets relating to the claim as required under rules in adjustment bill.
- h. The return / concessional tickets of Railway will be purchased for undertaking the journey, if available.
- i. That the return journey(s) will be completed within 3 months / 90 days.
- j. After completion journey un-spent balance will be refunded immediately.

Date: _____

Signature of Employee

REMARKS OF ESST. C&B SECTION

1. Home town declaration was furnished within prescribed period and kept with the book (where applicable).
2. Last LTC was availed during the block year _____ as per entry in the Service book.
3. Proper note for the advance will be made and steps will be taken to get the amount for adjusted within the stipulated periods as per Govt. of India, Ministry of Home Affairs O.M. No. 43/3/57/Esst.(A), Dated: 01-04-1958.
4. The information furnished by the applicant has been scrutinized and found correct.
5. Certified that the Ration Card has verified / collateral evidence relating to dependents seen.
6. The advance asked for is admissible and Rs. _____ may be is sanctioned.

Dealing Asst. /

Asst. Administrative Officer

FOR USE IN C&B SECTION

Bill No.

Budget Head other allowance LTD, 19 2000

Passed for payment for Rs. (Rupees)

Dealing Asst.

Asst. Administrative Officer

FOR USE IN AUDIT SECTION

Pay Rs.(Rupees)