

INDIAN COUNCIL OF SOCIALSCIENCE RESEARCH

Application for grant of L. T. C Advance

1. Name (Block Letters) _____
2. Designation _____
3. Date of Appointment _____
4. Whether wife/Husband is employed & If so whether entitled to L. T. C. _____
5. Whether permanent or temporary _____
6. Basic pay _____
7. Entitlement of class (Railway) _____
8. (i) Home Town _____
(ii) Place of visit _____
9. Nearest Rly. Station _____ Approximate distance _____
10. Block for which L. T. C. is to be availed of _____
11. Persons for whom L. T. C. is proposed to be availed of _____

S.NO.	Name	age	Relationship
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12. Single rail fare/bus fare from the Headquarters to home town/Place Of visit by shortest route. _____

13. Amount admissible (90 p.c. of above) Rs. _____

I declare that particulars furnished above are true and correct to the best of my knowledge. I undertake to produce tickets for the actual journey within ten days of the receipt of the advance.

In the event of cancellation of the journey or if I fail to produce tickets within ten days of receipt of advance, I undertake to refund the entire advance in the lump sum.

Date: _____

Signature of the employee _____

(To be filled by the Establishment Branch)

1. Particulars given above are verified.
2. An advance of Rs. _____ (Rupees _____) may be sanctioned.

S.O.

A.O.

M.S.

(To be filled in by Finance Branch)

Passed for Rs. _____ (Rupees _____)

Debit Head _____

A/C.Asstt.

Section officer

DC.F.O.

FA&CAO

Paid by Cash/Cheque No. _____ Dated _____

Received Rs. _____ (Rupees _____)

Signature of the Redipient
