



Indian Institute of Engineering Science and Technology, Shibpur

APPLICATION FOR LEAVE TRAVEL CONCESSION WITH ADVANCE

1. (a) Name of the Official : -----
(in Block Letters)
(b) Employee Code (ID) No. :-----
(c) Mobile No. : -----
2. Designation
3. Department/ Office to which attached : -----
4. Basic pay in the present grade : -----
5. Date of appointment in the Institute Service : -----
6. Place of Home Town as declared in the Service Book : -----
7. Particulars of LTC availed for previous Block Years :
(i) Block Year----- (ii) Home Town (ii) Anywhere in India
8. Particulars of LTC now proposed to avail : Block Year-----
(i) Home Town / Conversion of home town (in lieu of home town) -----
(ii) Anywhere in India (Other than home town) -----
9. Whether applied for Leave :-----
(Nature of Leave to be mentioned),
Please attach leave application.
10. Whether LTC advance already taken has been settled in full or pending settlement:-
11. Place of visit (farthest point) : -----
12. Proposed date of onward journey : -----
13. Proposed date of return journey : -----

14. Particulars of the family members availing the facility (only dependent and unmarried persons are allowed/ dependency to be admitted as per LTC rule against supporting document)

Sl.No.	Name	Age	Relationship	Whether Dependant

15. Class of accommodation proposed to be availed in the Railway/AIR/Road journey : -----

16. Bus fare/Railway fare/Air fare for one way : -----

17. Total fare for both ways : -----

18. Amount of advance required: -----(Subject to Max of 90% of Sl. No. 17)

19. The Office in which the spouse of the Institute staff is employed: -----

20. If the spouse is eligible for LTC or similar concession from his/her Employer, details may be provided with supporting document / certificate from employer . Whether declaration has been given that he/she will not claim LTC himself/herself and family from his / her office

Date:

Signature of Employee

Remarks of the Controlling Officer

Signature of Controlling Officer
with seal and date

To be filled up by the Accounts Office

Position of earlier outstanding LTC advance: Cleared / NOT Cleared

Advance Admissible Rs _____ (In words) _____

Dealing Hand

Signature of Finance Officer

To be filled up by the Establishment Section

Approving authority

AR/DR

The Dean Administrative Affairs/Faculty Affairs

The Dean Administrative Affairs in the case of all non-teaching employees and The Dean Faculty Affairs in the case of faculty members.