

**INDIAN INSTITUTE OF SCIENCE
BANGALORE - 560 012**

**APPLICATION FOR LTC ADVANCE/INTIMATION HOME TOWN/API
(Columns 1 to 11 to be filled by the applicant)**

1.	Name of the Applicant (in block letters)			
2.	Designation: Dept./Section/Unit. etc.,			
3.	Place of Visit: (in case not connected by rail, indicate the name of nearest Railway Station)	Home Town/Any Place in India		
4.	Name of Home Town declared			
5.	Basic Pay			
6.	Indicate the Bock period in which you desire to avail LTC			
7.	Class of Journey/Mode of Transport			
8.	Date of Onward & Return Journey:			
9.	Kind of Leave availing during LTC			
10.	Total Amount of Advance requested			
11.	Details of Members travelling under LTC (including self)			
Sl. No	Name(s)	Age	Relationship	Occupation

Date:

Signature of the Staff Member

Note: In case of parents, brother(s)/sister(s) etc., please certify whether they are dependent on you and residing with you.

The Staff member should ensure that the outward journey is commenced within 30 days from the date of grant of advance, OR refund the full advance. In case where the outward journey is to commence after 30 days but within 60 days, he/should reserve the accommodation within 10 days of receipt of the advance and produce cash receipts/Tickets Nos. in proof of the same to the Accounts Officer, Salary Section.

FOR OFFICE USE ONLY

The Dy. Registrar W/c:
Unit-IA

BANGALORE
DATE:

Signature of Chairman/
Officer-in-charge

The Accounts Officer W/c:
Salary Section (LTC Wing):

DY. REGISTRAR
Unit-IA

DEBIT: LTC Advance

Travelling Allowance of Rs. _____ Rupees (in words) _____

is sanctioned.