



APPLICATION FORM FOR GRANT OF LTC ADVANCE

1. Name of the Staff Member	2. Designation	3. CC No.	
4. Date of joining TIFR	5. Basic Pay & Scale of Pay		
6. Permanent / Temporary?	7. Declared Home Town:		
8. Whether spouse is employed? If so, whether eligible for LTC? YES / NO	9. Place you intend to visit: LTC Block :		
10. Single Rail fare from HQ to visiting station	11. Amount of Advance Required:		
Family members in respect of whom LTC is proposed to be availed			
Sl. No.	Name	Age	Relationship with the staff member

I declare that 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. I, therefore, request you to grant me necessary LTC advance admissible as per my entitlement under the LTC rules so as to enable me book the tickets. I will submit my final LTC claim within a month of the completion of the return journey. In the event of cancellation of the journey or if I fail to produce the tickets within 10 days of receipt of advance, I undertake to refund the entire advance in one lump-sum.

Date:

Signature of Staff Member

FOR OFFICE USE ONLY

1. Particulars in Columns 1 to 6 verified: Signature of AO/AAO

2. Amount entitled for Fare
Rs..... x 2 x members : Rs.

3. Advance admissible [90% of sl.no.2] : :

Accounts Officer