



INDIAN INSTITUTE OF SCIENCE
BANGALORE – 560 012

Application for LTC advance/intimation Home Town / Any other Place in Indian

1. Name of the Application (In BLOCK letters)					
2. Designation					
3. Department /Lab./Section /Unit					
4. Basic pay & Grade pay					
5. Approval Letter No. & Date					
6. LTC block period					
7. Place of Visit (in case not connected by rail, indicate the name of the nearest railway station)					
8. Class of Journey		Mode of Travel		TRAIN / BUS / AIR	
9. Home Town	Village	Taluk	District	State	
10. Date of Onward & Return journey		Onward		Return	
11. Kind of Leave		EL / CL	From	To	
12. Total amount of LTC advance requested :		₹.			
13. Details of Members travelling :					
Sl No.	Name(s)	Age (yrs.)	Relationship	Marital Status	Occupation / Person
1.					
2.					
3.					
4.					
5.					
6.					
I propose / do not propose to avail myself of Encashment of earned leave.		Yes No	No. of Days (Maximum 10 Days)		Days:

Date:

SIGNATURE

Note : 1. In case of Parent / Father / Mother / Brother(s) / Sister(s), please certify whether they are DEPENDENT on you and RESIDING with you

2. The staff member should ensure that the onward journey is commenced within 30 days from the date of grant of the advance, or refund the full advance. In case where the onward journey is to commence after 30 days but within 60 days of receipt of the advance and produce case receipts / ticket numbers in proof of the same to the Accounts Officer, Salary Section.

FOR OFFICE USE ONLY

The Registrar W/c:
Unit: 1A / 1B

Bangalore
Date :

Signature of Chairman /
Officer-in-charge

The Accounts Officer W/c:
Unit: V

Bangalore
Date :

REGISTRAR
(Unit – 1A / 1B)

Travelling advance of Rs. _____ (Rupees _____)

_____ is sanctioned

ACCOUNTS OFFICER

FINANCIAL CONTROLLER