

**MOTILAL NEHRU NATIONAL INSTITUTE OF TECHNOLOGY**

**Allahabad – 211004**

**Application From for grant of LTC advance**

1. Name of the Employee :
2. Designation :
3. Date of entering in the  
Service of the Institute :
4. Pay + SI+NPA :
5. Whether permanent or temporary :
6. Home town as recorded in the Service Book :
7. Whether wife/husband is employed and  
if so whether entitled to LTC :
8. Whether the concession is to be  
availed for visiting home town and if so  
block for which LTC is to be availed.:
9. (a) If the concession is to visit “Anywhere in India”  
the place to be visited.:  
(b) Block for which to be availed : 2002-2005
10. Single rail fare bus fare from the headquarters  
to home town / place of visit by shortest route:
10. Persons in respect of whom LTC is proposed to be availed (including the applicant:

<i>Sl.No.</i>	<i>Name and Age</i>	<i>Relationship</i>

12. Amount of advance required : Rs.....

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.

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

**Date:**

**Signature**

***CHECL – LIST***  
***(For use in Office)***

1. Particulars in Cols. 1 to 6 verified.
2. Amount entitled for Fare Rs. X 2 x (No of reimbursement Tickets)
3. Advance admissible (90% of amount in 2).....Rs.....
4. Advance of Rs.....may be sanctioned.

**Dealing Assistant**

**Superintendent(A/c)**

**Dy. Registrar(A/c)**

**Registrar**

**Director**