

BIRBAL SAHNI INSTITUTE OF PALAEOBOTANY, LUCKNOW

APPLICATION FORM FOR GRANT OF L.T.C. ADVANCE

1. Name of the Institute employee
2. Designation
3. Date of entering the Institute Service
4. Present Pay
5. Whether permanent or temporary
6. Hometown as recorded in the Service Book
7. Whether wife/husband is employed and if so whether entitled to L.T.C.
8. Whether the concession is to be availed for visiting Hometown, and if so block for which L.T.C. 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
10. Single/railfare/busfare from the headquarters to hometown/place of visit by shortest route with distance from headquarters.
11. Dates of Departure & Return (Tickets attached or not)
12. Persons in respect of whom L.T.C. is proposed to be availed

Sl.No.	Name and age	Relationship
1.		
2.		
3.		
4.		

13. Amount of advance required

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 Lump sum.

Date :

Signature