

To be submitted in triplicate

Central Plantation Crops Research Institute
(Indian Council of Agricultural Research)
Kasaragod-671 124, Kerala

APPLICATION FOR THE GRANT OF LTC ADVANCE

(To be submitted one month before the commencement of the outward journey)

01. Name and designation :
02. Borne on the establishment of : CPCRI(ICAR)
03. Date of appointment(Whether permanent or temporary) :
04. Basic pay plus allowances (to be shown separately) :
05. Period of leave applied for :
06. Leave sanction order No. & date :
07. Amount of advance asked for :
08. (a) Details of the family members availing LTC (This should tally with the list of family members furnished, and if not furnished or in case of any change a fresh revised list should be furnished for acceptance).

Sl. No.	Name	Age	Relationship	Remarks
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(b) Journey and advance applied for :-

Departure Date and Station	Arrival date & Station	Mode of Journey	Distance (To & Fro)	To & Fro fares/ ticket	No. of family members	Total amount Rs.
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09. Amount of advance being 90% of net amount payable to Council's employee Rs.

Certified that:-

- (a) The journey proposed to be performed to my declared Home Town i.e. _____ and back / Any place in India i.e. _____ and back for the block year
- (b) If the onward journey does not commence within six months of the grant of the advance / the last date for the outward journey of the block year ending, whichever is earlier, the full amount of advance will be refunded to the office immediately.
- (c) Railway cash receipt having booked the tickets will be produced to the Competent Authority within 10 days of drawal of advance.
- (d) The family members shown above are residing with me and wholly dependent upon me.
- (e) If the advance asked for is for both to and fro journeys certify that the return journey / journeys will complete within three months after onward journeys.
- (f) LTC claim in adjustment of the advance applied for will be submitted to office immediately after the completion of return journey.
- (g) That the details furnished above are correct to the best of my knowledge.

Date: _____

Signature of Council's employee

Passed for Rs. _____ (Rupees _____)

Asst./Sr. Administrative Officer.

Pay Rs. _____ (Rupees _____)

Sr. Finance & Accounts Officer.