

SAHA INSTITUTE OF NUCLEAR PHYSICS

SECTOR-1, BLOCK-AF, BIDHANNAGAR,

CALCUTTA-700 064

Form of Application for L.T.C. Advance

1. Name of the Official :
(Block Letters)
2. (a) Designation :
(b) Division/Section :
3. Present Pay :
4. (a) Whether permanent :
(b) If temporary, date of appointment :
5. Block year for which the concession is proposed to be availed of :
6. (a) Declared station for which L.T.C. advance is required :
(b) Whether the declared station is :
(i) Home Station :
(ii) Any part of India :
(c) Nearest Railway Station of the declared station :
(d) Date of commencement of proposed journey :
7. Whether the advance is required for self and/or family :
8. Particulars of family members for whom the advance is proposed to be drawn :

Sl. No. 1.	Name 2	Relationship with the concerned SINP employee 3	Approx. Age 4
i)			
ii)			
iii)			
iv)			
v)			
vi)			
vii)			
viii)			
ix)			
9.	Whether the family members as mentioned in item (8) above are wholly dependent on the applicant :		

10. (a) Whether leave granted :
 (b) Whether permission to leave station granted :
 c) Period of leave ; from : to :
11. Class in which railway journey is proposed to be undertaken :
12. Total amount of advance for the outward and inward Journey required :
13. (a) Name and address of the Employer of the spouse, if employed :
 (b) Whether any concession in the form of L.T.C. is being allowed to the spouse :
14. Whether Husband/wife will avail himself/herself of L.T.C. for the whole family :
15. Declaration
- i) I do hereby declare that I have read the L.T.C. Rules/all provisions of L.T.C. rules have been explained to me I agree to abide by the conditions prescribed therein.
 - ii) I shall refund the advance forthwith, if the outward journey is not commenced within 60 days from the date of payment of the advance or in case of cancellation of the Journey.
 - iii) The return journey for self and the members of the family will be completed within 90 days from the date of outward journey both for self and the members of my family, otherwise 50% of the advance will be refunded forthwith.
 - iv) If the journey is performed by a lower class, the difference between the class to which I am entitled to and the lower class availed of will be refunded to the Institute forthwith.
 - v) I undertake to submit the L.T.C. Bill(s) for full adjustment of the advance within 30 days from the date of completion of the return journey otherwise the entire amount of advance shall be recovered in one lump.
 - vi) I undertake to produce the following along with my L.T.C. Bill.
 - (a) Photo copy of Railway Ticket for outward Journey. (if available)
 - (b) Cash Receipts and/or any other document(s) for road journey.
 - (c) Reservation tickets, if available.
 - *(d) Serial number of inward Railway ticket(s) with date and name of booking office from where purchased.

Outward Journey :
 Ticket No(s) Rs.
 P.N.R. No
 From to
 Date Train No

Inward Journey :
 Ticket No(s) Rs.
 P.N.R. No
 From to
 Date Train No

* Tickets for outward journey shall be shown in original to the office within ten (10) days from the date of receiving the advance.

Date :

Signature of the Claimant