



INDIAN INSTITUTE OF SCIENCE  
BANGALORE – 560012

Application for LTC Advance/Intimation:- HOME TOWN/ANY PLACE IN INDIA

1. Name of the Applicant (In block letters)					
2. Designation					
3. Department/Lab/Section/Unit		ELECTRICAL ENGINEERING			
4. Basic Pay & Grade Pay					
5. LTC Block period					
6. Place of Visit					
7. Class of Journey				Mode of Travel	TRAIN/BUS/AIR
8. <u>Home Town</u>		<u>Village</u>	<u>Taluk</u>	<u>District</u>	<u>State</u>
9. Date of Onward & Return Journey		Onward Journey		Return Journey	
10. Kind of Leave -- EL /CL		From		To	
11. Total amount of LTC advance requested					
12. Details of Members Travelling:					
Sl. No.	Name(s)	Age (Yrs)	Relationship	Marital Status	Occupation/ Pension
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

P.T.0

- Note: 1. In case of Parents /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 to commence after 30 days but within 60 days of receipt of the advance and produce cash receipts/ticket numbers in proof of the same to the Accounts Officer, Salary Section.

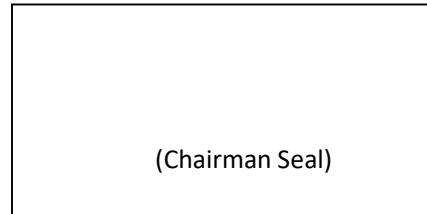
**FOR OFFICE USE ONLY**

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The Assistant Registrar W/c:  
Unit IB /Unit IA

Bangalore  
Date:

Signature of the Chairman /  
Officer-in-charge



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The Deputy Financial Controller W/c:  
Unit V

ASSISTANT REGISTRAR  
UNIT IB/Unit IA

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Travelling advance of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_  
\_\_\_\_\_ is sanctioned.

ACCOUNTS OFFICER

FINANCIAL CONTROLLER

