

ICMR-NATIONAL INSTITUTE OF EPIDEMIOLOGY
Ayapakkam, Chennai – 600 077

Application for LTC Advance

1	Name			
2	Designation			
3	Pay			
4	a) LTC to Home Town	Place :	Kms.	
		Block Year :		
	b) LTC to Any place in India	Place :	Kms.	
		Block Year :		
5	Whether availing during grace period	Yes No	(Year:)	

6. Details of family members availing the LTC :

Sl. No.	Name	Relationship	Class (Journey)	Fare (Rs.)	Remarks

7	Whether the individual is availing leave for LTC, if so, when			
8	The expected date of commencement of Journey from Chennai and the date of return to Chennai			
9	Amount of advance required for the purpose	Rs.		

Date :

Signature of the Employee

OFFICE NOTE:

FOR OFFICE USE ONLY

- 1) He/She has rendered continuous service of one year or more on the date of commencement of the outward Journey.
- 2) He/She is ELIGIBLE / NOT ELIGIBLE to avail LTC to Hometown LTC once in 2 Years / Any place in India LTC once in 4 years, for the block year _____. The service book is put up for perusal. He had availed the LTC for the block year _____.
- 3) Grace period _____.
- 4) An advance of Rs. _____, may be sanctioned, being the 90% of the total fare of Rs. _____

Hometown LTC / Any place in India LTC to: _____

D.A.

S.O.

Senior Administrative Officer

Director