

# Central Institute of Higher Tibetan Studies

( Deemed University )

SARNATH, VARANASI

**APPLICATION FORM FOR :**

1. ( 4 YEARS BLOCK LEAVE TRAVEL CONCESSION )
2. ( HOME TOWN TRAVEL CONCESSION )

THE REGISTRAR

( L. T. C. Cell )

C. I. H. T. S. Sarnath, Varanasi

Dear Sir,

I intend to avail of the Leave Travel Concession for going to... ..during the month of... ..

( Duration of Journey )

1. Name of the Employee... ..
2. Designation... ..
3. Department... ..
4. Present Salary ( Exclusive of D.A. ) Rs... ..
5. Grade : Rs .. ..
6. Date of Continuous appointment in the University.... ..
7. Whether Temporary or Permanent... ..
8. Home Town as recorded in the Service Book... ..
9. Whether Wife/Husband is employed and if so whether entitled to L.T.C.... ..
10. Whether the concession to be availed for visiting Home-Town and if so block for which L.T.C. is to be availed ... ..
11. (a) If the concession is to visit ANY WHERE IN INDIA the place to be visited ... ..
- (b) Block for which to be availed... ..
12. Persons in respect of whom L.T.C. is proposed to be availed :—

	Name	Relation-ship	Date of Birth	Age	Whether employed/ Pensioner/ Scholarship holder	Amount receiving
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						

13. Class entitled ( Railway accommodation ) :	AC 2 Tior	I Class	II Class
14. Distance from Varanasi to ... ..	.....		
( or nearest Railway Station ) Km... ..	.....		
15. Railway fare ( One way per Ticket ) Rs... ..	.....		
16. No. of Tickets ( both ways ) :	Full	Half	
17. Total amount :	: Rs. ....		
18. Amount of advance required	: Rs. ....		

1. I declare that the particulars furnished above are true and correct to the best of my knowledge. I undertake to produce the tickets for outward journey within Ten Days of receipt of the advance.
2. I will submit the original or photostat copies of tickets, receipts etc. alongwith L.T.C. adjustment bill within ONE MONTH in case of advance drawn and within THREE MONTHS in case of non-withdrawal of advance from the date of completion of journey, otherwise my claim be treated as forfeited.
3. In the event of cancellation of the journey or if I fail to produce the tickets within 10 days of receipt advance, I undertake to refund the entire advance in one lump-sum.
4. I declare that parents/my minor brother ( s ) Sister ( s ) for whom the advance for L.T.C. has been asked for in this application is/are actually dependent upon me.
5. The terms and conditions as contained in the L.T.C. Rules inforce from time to time have been read by me and are acceptable to me.

Countersigned Signature.....  
Designation.....  
Department .....  
Date.....

Head of the Dept./Office

**CHECK LIST**

Name	Designation	Debt.
1. Particulars in Col. I to 8 verified .. ..	.....	
2. Amount entitled for reimbursement	.....	
Fare Rs. ....	× 2 × No. of Tickets : Rs. ....	
3. Advance admissible ( 90% of amount in 2 ) : Rs.	.....	
Advance of Rs .. ..	.....	
may be sanctioned.		

OR

The advance is not admissible since :—

1. The Official has not completed the minimum Service.
2. The official has not utilised the earlier advance for the L.T.C. which was subsequently recovered with/without penal interest.

Sanctioned Rs. \_\_\_\_\_  
\_\_\_\_\_ as an advance in Favour of  
Shri \_\_\_\_\_

Registrar

Director