

**NATIONAL INSTITUTE OF PUBLIC FINANCE AND POLICY  
NEW DELHI**

**Application for grant of Leave Travel Concession.**

1. Name of the employee .....2. Designation.....
3. Date of joining the Institute.....4. Present Pay .....
5. Declared Hometown.....
6. Whether spouse is employed  
and if so whether entitled to L.T.C. : .....
7. Block for which L.T.C. for home town is to  
be availed. : .....
8. (a) If the concession is to visit  
"anywhere in India" the place to be visited : .....
- (b) Block for which to be availed : .....
9. Single rail fare/bus fare from the head-  
quarters to home town/place of visit  
by shortest route : .....
10. Details of Persons in respect of whom L.T.C. Is proposed to be availed :-

Sl. No.	Name	Age	Relationship
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**P.T.O.**

11. Amount of advance required .....Rs .....

I declare that the particular furnished in the application are true and correct to the best of my knowledge. I undertake to produce the tickets for the out ward journey within ten days of receipt of the advance for verification.

In the event of cancellation of the journey or if I fail to produce the tickets within ten days of receipt of advance, I undertake to refund the entire advance in one lump sum.

Date: .....Signature

(For Use in Office)

1. Particulars furnished in the application by the applicant have been verified and are correct.
2. Mr./Mrs..... is entitled to LTC for the block year.....
3. Amount of Advance admissible (90% of the estimated fare) Rs.....
4. Leave Travel Concession may be sanctioned & an advance of Rs..... may be paid.

Dealing Asst. ....Secretary/Director