

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

Application for grant of Leave Travel Concession.

1. Name of the employee2. 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 requiredRs

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