



National Centre for Radio Astrophysics

TATA INSTITUTE OF FUNDAMENTAL RESEARCH

LTC-4(Modified)

APPLICATION FORM FOR GRANT OF LTC ADVANCE

1.Name of the Staff Member:		2.Designation:	
3. Computer ID NO:		4. Block:	
5. Date of joining TIFR:		6. Basic Pay & Scale of Pay	
7. Permanent/ Temporary?		8. Declared Home Town:	
9. Whether spouse is employed? If so whether eligible for LTC? Yes/No		10. Place you intend to visit: LTC Block :	
11. Single Rail fare from HQ to visiting Station		12. Amount of Advance Required:	
Family members in respect of whom LTC is proposed to be availed			
Sl No.	Name	Relation	Age

- 1) I undertake to produce the ticket number/PNR No for the outward/return journey within ten days of receipts of the advance. In the event of cancellation of the journey or if I fail to produce the tickets within 10 days of receipt of advance I undertake to refund the entire advance in one lump-sum. If I fail to refund the advance, I am hereby authorize Accounts to recover the entire advance in one lump sum from my next month salary with the interest.
- 2) If there any unutilized advance(more than 90% of the advance drawn) not refunded, interest will be charged on that amount from the date of drawal to the date of refund/recovery.
- 3) I am aware that I should submit my LTC final claim within a month of the completion of the return journey.
- 4) I request you to grant me necessary LTC advance admissible as per my entitlement under the LTC rules so as to enable me to book the tickets.
- 5) Interest will be charged as per government rule.

Signature of Staff Member

Date