



भारतीय विदेश व्यापार संस्थान

(मानित विश्वविधालय)

बी-21, कुतुब इंस्टीटयुशनल एरिया, नई दिल्ली-110016

INDIAN INSTITUTE OF FOREIGN TRADE

(Deemed to be University)

B-21, Qutub Institutional Area, New Delhi – 110016

GRANT OF LTC ADVANCE

1.	Name and Designation of the Employee		
2.	Date of Entering in the Service of IIFT		
3.	Pay		
4.	Whether permanent or temporary		
5.	Home Town as recorded in the Service Book		
6.	Whether Wife / Husband is employed and if so whether entitled to LTC		
7.	Whether the concession is to be availed for visiting home town, and if so, block for which LTC is to be availed		
8.	(a)	If the concession is to visit "anywhere in India" the place to be visited	
	(b)	Block for which LTC is to be availed	
	(c)	Proposed date of onward and return	
9.	Single rail fare / bus fare from the headquarters to home town / place of visit by shortest route		
10.	Persons in respect of whom LTC is proposed to be availed		

S. NO.	NAME	AGE	RELATIONSHIP

11. Amount of advance required

I declare that the particulars furnished above are true and correct to the best of my knowledge. I undertake to produce the tickets for the outward journey within 10 days of receipt 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 the lump sum.

DATE: _____

SIGNATURE: _____

NAME: _____

DESIGNATION: _____

SECTION / DIVISION: _____

(FOR OFFICE USE ONLY)

1	Particulars in Cols. 1 to 6 verified	
2	Amount entitled for reimbursement fare Rs. _____ x _____ (No. of tickets)	Rs.
3	Advance admissible (90% of amount)	Rs.
4	Advance of Rs. _____ (Rupees _____) may be sanctioned	

(GAURAV GUPTA)
SECTION OFFICER (ESTT.)

SAO(E)

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ACKNOWLEDGEMENT
(To be handed over to the employee on submission)

NAME:

PURPOSE:

DAIRY NO:

DATE:

(Signature of Dealing Assistant of Establishment Division)