

REQUEST FOR LEAVE TRAVEL CONCESSION ADVANCE
(Vide Rule 6.0)

Diary No. _____ Date: _____

Name	Designation	Employee No.	Department.
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Scale of Pay	Basic pay	Place of Commencement of journey	Place of visit
Rs.	Rs.		

LTC Sanction order No. and date	No. of fares	Mode of travel	Class of travel
	Full Half		

Date(s) of commencement of journey	Anticipated date(s) of return journey	Amount of advance required
For self- _____ For family. _____	For self _____ For family _____	

Whether LTC advance was drawn earlier for the above LTC and refunded	Yes	No
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I under take to produce documentary evidence to the Establishment Accounts in support of utilization of the above advance or to refund the amount if not utilized within 15 days from the date of drawl as required under rule 6.2.

In the event of non-compliance of the above, I make myself liable to action as per the provision of rule 6.2 and 6.3.

Signature of the competent
authority

Signature of the employee

Name

Date

Designation (affix rubber stamp)

Date:

(For use by Accounts department)

CC VR.No. VR Date SC NA Project Deptt. Emp. No. Place(s) of visit

Passed for Rs. (in words) _____ Received Rs. _____

Rupees _____ only) Rupees _____ only.

Account Code Amount Cash/Bank code

Signature:

Acctt.

A.O./Sr. A.O.

Date: