



# NATIONAL MUSEUM INSTITUTE

OF HISTORY OF ART, CONSERVATION AND MUSEOLOGY

(Deemed to be University)

National Museum Campus, Janpath, New Delhi-110011

## APPLICATION FORM FOR LTC

1. Name of the Government Servant : \_\_\_\_\_
2. Designation : \_\_\_\_\_
3. Date of appointment : \_\_\_\_\_
4. Pay Level : \_\_\_\_\_
5. Whether Permanent or Temporary : \_\_\_\_\_
6. Home town as recorded in service book : \_\_\_\_\_
7. Whether wife/husband is employed and if so whether entitled to LTC. : \_\_\_\_\_
8. Nature of LTC-HomeTown/All India : \_\_\_\_\_
9. Block year for which applied : \_\_\_\_\_
10. Whether the concession is to be availed for visiting home town and if so block for which LTC is to be availed : \_\_\_\_\_
11. (a) if the concession is to visit 'anywhere in India', the place to be visited : \_\_\_\_\_  
(b) Block for which to be availed : \_\_\_\_\_
12. Single rail fare/bus fare from the headquarters to home town/place of visit by shortest route : \_\_\_\_\_
13. Person in respect of whom LTC is proposed to be availed:

Sr.No.	Name and age	Age	Relationship
1.			
2.			
3.			
4.			
5.			
6.			

### Declaration

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 ten days of receipt of the advance. 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 lumpsum.

Date:- \_\_\_\_\_

Signature of employee



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## APPLICATION FOR GRANT OF ADVANCE FOR LEAVE TRAVEL CONCESSION

1. Name : \_\_\_\_\_
2. Designation : \_\_\_\_\_
3. Whether permanent/quasi permanent/temporary : \_\_\_\_\_  
(If temporary, surety from a permanent employee is to be submitted on stamp paper of appropriate value)
4. Date of appointment : \_\_\_\_\_
5. Pay Level : \_\_\_\_\_
6. Nature of LTC-Home Town/All India : \_\_\_\_\_
7. Block year for which applied : \_\_\_\_\_
8. Nature and period of leave with prefix and suffix : \_\_\_\_\_
9. Whether sanctioned or not? If sanctioned quote office order No. and date. : \_\_\_\_\_
10. Details of family members(s) to under journey:

	SL.No.	Name	Age	Relationship
ONWARD JOURNEY	1.			
	2.			
	3.			
	4.			
	5.			
	6.			
RETURN JOURNEY	1.			
	2.			
	3.			
	4.			
	5.			
	6.			

### 11.Details of journey

	Departure		Arrival		Distance of Rly. Journey in Kms.	Class of accommodation proposed to be availed of Mail/Exp.	Amt. of fare for each person	Remarks if any
	Date	Name of Rly. Stn	Date	Name of Rly. Stn				
ONWARD JOURNEY								
RETURN JOURNEY								
<b>Total</b>								

12. Amount of advance being 9/10 of the net amount payable Rs. \_\_\_\_\_

13. Amount of advance asked for Rs. \_\_\_\_\_

(Rupees .....only)

### CERTIFIED THAT

- (a) The journey is proposed to be performed to.....  
(Name of Home Town in case of home travel concession and back to New Delhi)
- (b) If the onward journey(s) does/do not commence with 15 days of the grant of advance, the full amount will be refunded immediately.
- (c) If the return journey(s) is/are not likely to complete within 3 months (90 days), the half of the Amount of advance will be refunded immediately.
- (d) I/ my family have/ has not availed of leave Travel concession earlier for the Block Year, 20.....to 20.....

**Signature of the employee**