**ICMR-NATIONAL ANIMAL RESOURCE FACILITY FOR BIOMEDICAL RESEARCH**

Indian Council of Medical Research

Genome Valley, Shamirpet, Hyderabad – 500 101

**APPLICATION FORM FOR GRANT OF LTC ADVANCE**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Name of the Government Servant | : |  |
| 2. | Designation | : |  |
| 3. | Date of entering the Central Government Service | : |  |
| 4. | Pay + SI + NPA | : |  |
| 5. | Whether permanent or temporary | : |  |
| 6. | Home town as recorded in the Service Book | : |  |
| 7. | Whether wife / husband is employed and if so whether entitled to LTC | : |  |
| 8. | Whether the concession is to be availed for visiting home town, and if so block for which LTC is to be availed | : |  |
| 9. | 1. If the concession is to visit “anywhere in India”, the place to be visited | : |  |
| 1. Block for which to be availed | : |  |
| 10. | Single rail fare / bus fare from the headquarters to home town / place of visit by shortest route | : |  |
| 11. | Persons in respect of whom LTC is proposed to be availed | : |  |

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| --- | --- | --- | --- | --- |
| S.No. | Name | Relationship | Age | Dependent |
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| --- | --- | --- | --- |
| 12. | 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 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 |

**CHECK – LIST**

**(For use in Office)**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Particulars in Cols. 1 to 6 verified | : |  |
| 2. | Amount entitled for reimbursement | : |  |
| 3. | Advance admissible (90% of amount in 2) | : |  |
|  | Advance of Rs. ……………… may be sanctioned |  |  |

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| D.A. | J.A.O. / S.O. |