

राष्ट्रीय प्रतिरक्षा रूधिर विज्ञान संस्थान
NATIONAL INSTITUTE OF IMMUNOHAEMATOLOGY

(भारतीय आयुर्विज्ञान अनुसंधान परिषद)

(Indian Council of Medical Research)

१३वीं मंझील, नई इमारत, के.ई.एम अस्पताल परिसर, परेल, मुंबई ४०० ०१२.
13th Floor, NMSB, K.E.M. Hospital Campus, Parel, MUMBAI - 400 012.

APPLICATION FOR AVAILING OF LEAVE TRAVEL CONCESSION

(The application must be submitted one month in advance of the date of Journey)

1. Name _____
2. Post held _____
3. Present Pay _____
4. Date of entry in ICMR Service _____
5. i) Name of declared Home Town _____
- ii) Nearest railway station to the home town _____
- iii) Distance of Home Town from Head-quarters
by the shortest route _____
- iv) Name of the place proposed to be visited
(other than the home town) _____
6. The block of two years/four years for which the
concession was last availed of (Give here the
date of outward journey performed also). _____
7. The block of two years/four years for which the
concession is now proposed to be utilised. _____
8. Details of members of family including self with
their age and relationship for whom concession
is sought.

Name

Age

Relationship

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____

Certificates

1. Certified that my wife/husband is not employed in any Govt./Semi Govt./Public undertaking or any other organisation and is not entitled to L.T.C.
2. Certified that my children for whom L.T.C. has been utilised are wholly dependent on me.
3. Certified that the major children for whom L.T.C. has been utilised are not married and employed anywhere.
4. Certified that my father/mother for whom L.T.C. has been claimed are wholly dependent on me and that his/her monthly income is Rs. _____
5. Is any advance required for utilising the concession, if so, state amount with details

NOTE:-

1. The advance will have to be refunded forthwith if ~~the outward journey is not commenced within~~ 30 days of the grant of the advance.
2. The advance drawn should be adjusted within one month of the completion of the return journey.
3. Cash receipts for Railway tickets purchased with serial numbers of the railway tickets must be submitted with the bill claiming Leave Travel Concession, without money receipts the claim may not be admitted for payment.
4. Any other information.

Signature: _____

Name in Full _____

Dated: _____