



NATIONAL INSTITUTE OF EDUCATIONAL PLANNING AND ADMINISTRATION
17-b, SRI AUROBINDO MARG, NEW DELHI - 110016

FORMAT FOR SUBMISSION OF APPLICATION FOR LEAVE TRAVEL CONCESSION AND LTC
ADVANCE/LEAVE ENCASHMENT

1.	Name, Designation and current Pay of the Official				
2.	Name of Department/Section/Centre/Unit				
3.	Nature and period of leave applied and granted (Copy of sanction order may be attached)	Nature: _____ From _____ To _____			
4.	The kind of LTC to be availed	Hometown/ Anywhere			
5.	Name of the place to be visited				
6.	Block year for which LTC is proposed to be availed				
7.	Whether any advance is required?	Yes/ No			
8.	Name, age and relation of the family proposed for LTC	S. No.	Name	Age	Relation
		i.			
		ii.			
		iii.			
		iv.			
9.	Number of tickets to be purchased				
10.	Mode of Travel proposed for LTC				
11.	Total cost of the travel tickets (to and fro)				
12.	Amount of advance required (Not exceeding 90% of the total cost of travel tickets)				
13.	Whether like to avail leave encashment while availing LTC, for period as indicated at S. No. 3	Yes/ No			

UNDERTAKING

I hereby undertake that the above particulars are correct and I will utilize the advance before my departure on LTC and submit documentary evidence for the same. I also undertake to settle the advance granted to me within one month from the date of my return from LTC.

Date: ____/____/____
DD/ MM/ YY

Signature of Applicant

Recommended and forwarded:

Date: ____/____/____
DD/ MM/ YY

Signature of HOD

TO BE COMPLETED BY OFFICE

1. Certified that the above particular have been checked and found correct.
2. The applicant is entitled for LTC and the advance as applied above.
3. An advance of Rs. _____ may therefore be approved.
4. Leave Encashment for 10 days is approved. The amount of Leave encashment is Rs. _____.
5. Leave balance after encashment is _____.

Dealing Hand

Section Officer

Registrar