



**JAWAHARLAL NEHRU CENTRE FOR ADVANCED SCIENTIFIC RESEARCH
JAKKUR P.O., BANGALORE : 560 064.**

FORM – ES / 07

APPLICATION FOR LEAVE TRAVEL CONCESSION / EL ENCASHMENT

No. – JNC/.....

Date – /..... /20.....

Name – Prof./Dr./Mr./Ms.

Staff Code –

Unit/Office –

Designation –

GP/AGP – Rs.

PART – A : FAMILY / LTC PARTICULARS

Home Town Block Period: 2014-15 2016-17 2018-19

All India Block Period: 2014-17 2018-21

Nature and Block Period of last availed LTC Home Town / All India, Block Period – 20 -

Name of Home Town or Place of Interest to be visited with LTC

Nearest Railway Station/Air Port to the above place

Nature of Leave to be availed [strike out which are not applicable] CL / EL / HPL

Period of Leave [enclose appropriate Leave Application]

Proposed date of commencement of out-ward journey [from Bangalore]

Proposed date of completion of in-ward journey [at Bangalore]

Proposed mode of journey [private auto/taxi and own vehicle not allowed]

Single one-way point-to-point fare in the entitled/admissible mode/class Rs.

Details of self / dependent family members for whom LTC is to be availed		NAME	AGE	RELATIONSHIP
	1			
	2			
	3			
	4			
	5			
	6			

PART – B : ADVANCE & LEAVE ENCASHMENT*

Willing to receive advance [Maximum 90% of total fare may be payable] Yes No

Willing for Leave Encashment [75% may be payable along with LTC advance] Yes No

If “Yes”, number of days [Maximum 10 days in one occasion & total 60 days] (.....)

I, Prof./Dr./Mr./Ms. hereby declare that the LTC Rules in vogue shall be applicable to me and hereby undertake to intimate any change in my itinerary before commencement of out-ward journey and submit the “LTC Bill” within the stipulated time.

Forwarded [to Establishment Office].

Signature of the HoD/HoO

Signature of the Staff

