



INDIAN INSTITUTE OF TECHNOLOGY ROORKEE  
ROORKEE- 247 667

अवकाश यात्रा रियायत हेतु अग्रिम संबंधित आवेदन पत्र  
Application for Advance in respect of LTC

आवश्यक अग्रिम का विवरण (किराया का अधिकतम 90%) Details of required Advance (maximum 90% of fare)

Details of Journey/ Journey Plan

(i) Departure date:

(ii) Return Journey

From:

From:

To:

To:

क्र.सं. S.N.	यात्रा का विवरण Detail of Journey	टिकटों की संख्या Number of tickets	किराया प्रति व्यक्ति/टिकट Fare per person/ticket	कुल किराया Total fare
1.	Air Fare Business Class/ Economy Class			
2.	Train Fare Sleeper/AC-I, AC- II, AC-III			
3.	Bus Fare			
Approximate fare				
Advance 90%				

**Undertaking:** I undertake to settle the advance within 30 days from the date of completion of the journey. If the advance is not settled within this period, I authorize the Institute to deduct the same with applicable interest from my salary or any other payment due to me. I also understand that in case of an unadjusted LTC advance or delay in settlement within the given prescribed time limits, the same will be forfeited with the applicable interest rate and I will not be entitled to claim it further.

कर्मचारी संख्या / Employee No:

कर्मचारी का नाम /Name of Employee

पदनाम / Designation:

मूल वेतन /Basic Pay:

(Signature)

(Recommendation of the head of the department/section)

Approval of Competent Authority

SPACE FOR ACCOUNTS OFFICE

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