

झारखण्ड केन्द्रीय विश्वविद्यालय, राँची
Central University of Jharkhand
(Established by an Act of Parliament of India, 2009)
OFFICE OF THE REGISTRAR (GEN. ADMN.)

Application form for grant of LTC Advance

1.	Name of the Employee				
2.	Designation				
3.	Date of entering the University				
4.	Pay + SI + NPS				
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.	(a) If the concession is to be visit anywhere in India, place to be visited (b) Block for which to be availed				
10.	Single Air 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	Sl.	Name	Age	Relationship
		1			
		2			
		3			
		4			
		5			
12.	Amount of Advance required				

I declare that the particulars furnished above are true and correct to the best of my knowledge. Undertake to produce the ticket 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 lump sum.

Dated:

Signature of Employee