

INDIAN MARITIME UNIVERSITY- MUMBAI PORT CAMPUS

APPLICATION FOR ADVANCE OF LEAVE TRAVEL CONCESSION

1. Name of the Employee : _____
2. Employee Code : _____
3. Designation : _____
4. Date of Joining : _____
5. Present Pay : Band Pay : Rs. _____
Grade Pay : Rs. _____
Basic Pay : Rs. _____
6. Whether Probation declared : Yes / No
7. Hometown declared :
(Place to be indicated)
8. Whether Wife/Husband is :
Employed and if so whether
Entitled to LTC
9. Whether the concession is to be :
availed for visiting Hometown, : Sub-block _____
and if so block for which LTC :
is to be availed : Four -Yearly block _____
10. (a) If the concession is to :
Visit "anywhere in India, :
the place to be visited
- (b) Block for which to be : Sub-block _____
Availed :
Four -Yearly block _____
11. Single Fare in the entitled class :
From IMU-MPC to hometown/ :
Place of visit by shortest route : Rs. _____
Air / Train
12. Persons in respect of whom :
LTC is proposed to be availed

Sl. No.	Name	Age(*)	Relationship
1			
2			
3			
4			

(*) In case of children the date of birth also to be indicated

13. Amount of Advance : Rs. _____

14. Date of Outward Journey : _____

15. Date of Return Journey : _____

I declared that the particulars furnished above are true and correct to the best of my knowledge. I undertake to produce the tickets 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.

Counter signature of _____ Signature of the Employee : _____
Recommending Officer Date : _____

Date: _____

[For use by Administration]

The employee is admissible for availing LTC for the Sub Block _____ of For Yearly Block _____ indicated in the application.

Amount entitled for reimbursement as per entitlement : Rs. _____

Advance admissible : Rs. _____
(Restricted to 90% of the amount entitled for reimbursement)

Advance recommended : Rs. _____

Asst. (F)

Asst. Registrar (Admin)

Deputy Registrar (Admin)

[For use by Finance & Accounts]

Advance of Rs. _____ may please be sanctioned on the basis of admissibility certificate and advance recommended.

AR (F)

DR (Admin)

Director