



CDFD

CENTRE FOR DNA FINGERPRINTING AND DIAGNOSTICS

Survey Nos. 584 to 587, 634 & 635, Opp: Metro Rail Pillar No. NUP-9,
Inner Ring Road, Uppal, Hyderabad – 500 039, Telangana State
Ph: +91-40-27216018, www.cdfd.org.in

APPLICATION FOR LTC ADVANCE

1. Name of the applicant
2. Designation and pay
3. Discipline / Section
4. Nature and period of leave applied for (give dates)
5. Whether temporary or permanent if temporary, whether surety is attached
6. Block years for which the LTC is being availed
7. Home town declared
8. Destination (in case of four years block)
9. Whether any previous advance remains unadjusted
10. Details of advance asked for

Sl. No.	Names of persons travelling	Relationship	Age	Class by which applicant proposes to travel
1.				
2.				
3.				
4.				
5.				
6.				

11. Whether advance for the return journey is required

I Certify that

- i) The outward journey will be undertaken within 60 days from the date of grant of the advance failing which I shall refund the advance in full.
- ii) My family and I shall perform the return journey within 90 days of the outward journey failing which I shall refund 50% of the advance.
- iii) My family and I shall travel in I / II class by rail.
- iv) I shall adjust the advance within 30 days of completing the journey failing which the advance may be recovered from my pay for the subsequent month.

Date :

Signature of the applicant

FOR USE BY OFFICE

Bill No : LTC - A /

Date :

- 1. Certified that the applicant has submitted adjustment bill for the previous advance and no advance is out standing against him / her.
- 2. LTC advance sanctioned vide OM No.

Advance applied for is recommended for and sanctioned as under :

Hyderabad / Secunderabad I / II Rail Kms..... Rs.
 Rs.

Onward Journey for.....tickets Rs.
 Return Journey for.....tickets Rs.

90% of the above amount is Rs.

Limited to Rs (Rupees)

Passed for Rs. (Rupees)

Signature of the Applicant

Dealing Asstt.

Section Officer

Administrative Officer

FOR USE IN ACCOUNTS SECTION

DEBIT P-3 LTC

Officers (Establishment

PAY Rs. (Rupees)

SECTION OFFICER
AUDITOR, FINANCE & ACCOUNTS

FINANCE & ACCOUNTS OFFICER

Payment made vide
Cheque No _____
Date _____ For Rs. _____
C. H. No. _____
F. A. O.