

**NORTH-EASTERN HILL UNIVERSITY**  
**Shillong – 793022**

( Application Form for grant of LTC Advance )

1. Name & Designation of the Applicant :  
and the Deptt. in which employed.
2. Date of Joining N.E.H.U. :
3. Home Town as recorded in the S/Record :
4. Whether Permanent of Temporary :
5. Present Pay \_\_\_\_\_ :
6. Whether Wife/Husband is employed and :  
If so, whether entitled for L.T. C.
7. Whether concession is to be availed for :  
visiting Home Town, if so,  
Block for which LTC is to be availed.
8. a) If the LTC is to visit “Any Place in :  
India”, the place to be visited.  
b) Block for which to be availed \_\_\_\_\_ :
9. Single Rail/Bus fare from HQ to H.T/ Place :  
of visit by shortest route.
10. No. & Date of Leave sanction order \_\_\_\_\_ :
11. Expected date of Commencement of \_\_\_\_\_ :  
outward and Return Journeys.
12. The Block for which the LTC was last :  
availed to visit HT/Any place in India.
13. Persons in respect of which LTC is proposed to be availed :

Sl.No.	Name	Relationship	Age

14. Amount of Advance Required Rs. \_\_\_\_\_

I declare 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 10 days of receipt to the advance.

In the event of cancellation of the journey or if I fail to produce the tickets within ten days receipt of advance, I undertake to refund the entire advance in one lum sum.

Date :-----

Signature of the Applicant.

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