

Indian Institute of Information Technology, Allahabad



(A University Established Under Sec. 3 of UGC Act, 1956 vide
Notification No. F.9-4/99-U.3 Dated 04.08.2000 of the Govt. of India.)
Deoghat Jhalwa, Allahabad-211012(U.P.) India

Dated:-

Application for Grant of L. T. C.

Block Year:

1. Name & Designation :

2. Basic Pay : Date of Regular Appointment :

3. Division / Section :

4. a. Whether leave is required for availing L. T. C. ? : Yes / No

b. Duration of leave applied for :

c. Whether L.T.C. is being availed for : Himself/Herself or Family or Both

d. Date of departure of family, if not availing Himself/Herself :

5. Whether L.T.C. is desired for going to : Hometown / Elsewhere
hometown or elsewhere?
(The place of visit be also mentioned) :

6. Mode of Journey :

7. Address during leave & Contact/Phone/E-mail :

Duration	Address	Contact No.

i. Details of family members for whom L.T.C.
for this block has already been availed :

ii. Details of family members who will avail L.T.C. :

Sl. No.	Full Name	Age	Relation
1.			
2.			
3.			
4.			
5.			
6.			

iii. Dependent parents, minor brothers and sisters residing with the applicant. :

8. Amount of advance required, if any :

9. Certified that family members for whom the L.T.C. is claimed are residing with me and are wholly dependent upon me.

10. Arrangement of Classes / Office :

Date:.....

Signature of Applicant

Specific recommendation of the Head of Division/Incharge

Approval of Director, IIIT-A

Dealing Asstt.

Main Points:

- Only one Destination through shortest route by Rail/Bus in eligible class is permissible.
- The charges on Taxi or on other mode are not permissible.