



Indian Institute of Information Technology, Design & Manufacturing Jabalpur

(An Institute Established by MHRD, Govt. of India)

Dumna Airport Road, PO: Khamaria, Jabalpur 482 005 India

APPLICATION FOR GRANT OF L.T.C (TO BE SUBMITTED IN DUPLICATE)

Block year:

P.F. No.....

Basic Pay Rs.....

1. Name _____

2. Designation _____

3. Department/Section _____

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

(b) (i) If so, duration of leave applied for From _____ To: _____

(ii) Date of departure of family, if not availing himself _____

(c) Nature of leave _____

(d) Purpose _____

5. Whether L.T.C. is desired for going to home town or elsewhere?
(The place of visit be also mentioned)

Home Town/Elsewhere
Place

6. Address during leave _____

7. Mode: Rail/Road _____

8.

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

a. _____

b. _____

c. _____

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

- (a) Self
- (b) Wife
- (c) Children

S. No.	Full Name	Age

(d) Dependent parents, minor brothers and sisters residing with the applicant:

S. No.	Full Name	Age	Why fully dependent?

9 Amount of advance required, if any:

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

(ii) Certified that the previous L.T.C. advance drawn by me on has been adjusted in the month of

10. Date: ___/___/___

11. Phone Number for contact _____

Signature

12. Specific recommendation of the Head of Department/Section

Approved/ Not Approved

Director/ Registrar