



# National Book Trust, India

Nehru Bhawan  
Plot No. 5, Institutional Area,  
Phase - II, Vasant Kunj, New Delhi - 110070

T/DA/LTC/Register  
Page No..... SN.....

E. Code

SB A/c No

## APPLICATION FOR THE GRANT OF T/DA/LTC ADVANCE

1. NAME.....2. DESIGNATION.....

3. OFFICE ORDER NO. & DATE.....4 BASIC PAY RS.....5. GRADE PAY RS.....

6. DETAILS OF TA FOR THE HOURNEY FROM.....TO.....FARE (RS).....  
ENTITLED CLASS..... FROM.....TO.....FARE (RS).....  
FROM.....TO.....FARE (RS).....  
TOTAL FARE (RS).....

7. DETAILS OF DA a).....ON.....(RS).....  
(WITH HOTEL / WITHOUT HOTEL) b).....ON.....(RS).....  
c).....ON.....(RS).....  
RS..... TOTAL (RS).....

Kindly note that 90% advance of TA is released in respect of LTC and 100% advance (TA+DA) in respect official tours.

I DO HERE BY UNDERTAKE TO SUBMIT SETTLEMENT BILL IN RESPECT OF ABOVE ADVANCE WITH IN 15 DAYS/ ONE MONTH ON RETURN FROM THE TOUR/LTC FAILING WHICH THE WHOLE ADVANCE MAY BE RECOVERED FROM MY SALARY ALONG WITH PENAL INTEREST. I ALSO CERTIFY THAT NO PREVIOUS ADVANCE IS OUT- STANDING AGAINST ME. I ALSO AGREE TO PRODUCE EVIDENCE OF PURCHASE OF TICKETS ETC FOR THE FORWARD JOURNEY WITHIN 10 DAYS OR BEFORE THE COMMENCEMENT OF THE JOURNEY, WHICHEVER IS EARLIER THE DATE OF DRAWING THE ADVANCE.

DATE.....

SIGNATURE OF OFFICIAL

ACCOUNT CODE DEBIT

Rs.

## T/DA/LTC ADVANCE RECOMMENDED FOR SANCTION

8. RUPEES  RUPEES.....

(DEALING ASSISTANT) (ACCOUNTANT) (ACCOUNTS OFFICER) (DY. DIRECTOR) (SANCTIONING AUTHORITY)

9. Pay Order.....

DEALING ASSISTANT

ACCOUNTANT

AUTHORISED SIGNATORY

CASHIER