



Dr. Ram Manohar Lohia Institute of Medical Sciences
Vibhuti Khand, Gomti Nagar, Lucknow

REQUISITION FOR GRANT OF LTC/HTC ADVANCE

1	Name of the applicant	
2	Designation	
3	Name of Department	
4	Detail of Travel	
	(a) Whether LTC or HTC	
	(b) Place of visit	
	(c) Date of Outward Journey	
	(d) Block year	
	(e) Mode of Transport	
5	Basic Pay on the date of outward Journey	
6	Reference of sanction (copy enclosed)	
7	Details of single fair from Headquarter to place of visit by shortest route as per entitlement	
	(a) Rail (from_____to_____)	
	(b) Bus (from_____to_____)	
	(c) Steamer (from_____to_____)	
	(d) Air (from_____to_____)	
	(e) Total Single fare	
8	Total Person as per sanction order	
9	Total fare (to & from)	
10	Amount of advance required 90% of the total fare	

Certified that the above particulars are true and correct of the best of my knowledge and this claim is being put up for the first time payment. I undertake to produce the tickets for the outward journey within 10 days of the receipts of advance and in the event of cancellation of journey or if I fail to produce the ticket within 10 days of receipts of advance, I undertake to refund the entire amount in one lump sum.

Date:

SIGNATURE OF THE APPLICANT

RECOMMENDATION OF HOD