SHYAM LAL COLLEGE (EVENING), SHAHDARA, DELHI-32
UNIVERSITY OF DELHI

APPLICATION FOR SANCTION OF ADVANCE FOR
LEAVE TRAVEL CONCESSION/ HOME TRAVEL CONCESSION

LTC ☐   HTC ☐   LTC in lieu of HTC ☐

1. Name (Block Letters) _____

2. Designation _____ Section/Department_____

3. Date of Appointment _____ 3 (a) Date of Birth _____

4. (i) Home Town _____

   (ii) Place of Visit _____

5. Nearest Railway Station/Air Port _____

6. Concession availed (if any) in _____ (for block year_____)

7. LTC/HTC availed from _____ to _____

8. (i) Whether the employee would also be availing the concession or only his family members

   would avail it. In the former case whether leave has been sanctioned?

   (ii) Particulars of family members who propose to avail the concession:

Sl.No.	Name	Age	DOB	Relationship	Earning/Non-earning
1				Self	
2					
3					
4					
5					
6					

9. Basic Pay _____

(a) Entitlement of Class (Railway) AC First Tier/AC Second Tier/Air

(b) Advance required Rs. _____

(c) Air/Railway fare from Delhi to _____ No. of fares admissible_____.

(d) Air/Railway/Bus fare and the class in which the employee would travel_____.

(e) Admissible Claim Rs._____

(f) Advance payable i.e. 90% of admissible claim Rs._____

It is certified that I have rendered the account of the previous advance of Rs._____ drawn on _____ within the stipulated period.

<p style="text-align:center">_____
Signature of the employee</p>

<p style="text-align:center">_____
Countersigned and Advance Sanctioned Controlling Officer</p>

_____

<p style="text-align:center">(To be filled by the Establishment Branch)</p>

Entitlement to the concession for the employee and his family members for the block year _____, verified.

1. Necessary entries made in the Service Book.
2. His home town as stated in the service book is

_____

3. Certificate regarding rendering of accounts of the previous advance within the stipulated period has been verified.

<p style="text-align:right">Administrative Officer (Estab.)</p>

<p style="text-align:center">(To be filled by Accounts Section)</p>

Passed for Rs._____(Rupees _____)

Debit Head _____

S.O. Accounts   **Bursar**   **Principal**

Paid by Cheque No._____ Dated _____
Received Rs._____ (Rupees _____)