SWAMI SHRADDHANAND COLLEGE

(University of Delhi)
Alipur, Delhi-110036

Application Form for Grant of LTC Advance

Name of the Government Servant

2.	Designation						
3.	Date of entering the Central Government Service	ce					
4.	B. Pay + Grade Pay						
5.	Whether Permanent or Temporary						
6.	Home town as recorded in the Service Book						
7.	Whether wife /husband is employed and if so						
	whether entitled to LTC						
8.	Whether the concession is to be availed for						
	visiting home town, and if so block for which						
	LTC is to be visited						
9.	(a) If the concession is to visit "anywhere in						
	India", the place to be visited				••••		
10.	Single rail fare/ bus fare from the headquarters						
	to home town/place of visit by shortest route						
11.	Nature of period of leave sanctioned	From		To	•••••		
	ed Leave Encashmente debited at						
Balar	nce at Credit						
12.	Details of family members :						
	the state of the s			7			
S. N	o. Name		Age	Relationship	D.O.B		
			-		<u> </u>		

13. Person in respect of whom LTC is proposed to be availed : S. No. Name Age Relationship D.O.B 14. Certified that my wife/husband for whom LTC is claimed by me is employed in(name of the Govt. Office / Public Sector Undertaking / Corporation / Autonomous Body, etc.) which provides Leave Travel Concession facilities but he / she has not preferred, and will not prefer, any claim in this behalf to his/her employer. 15. Amount of advance required (along with proof) Rs. I declare that the particulars furnished above are true and correct to the best of my knowledge. I undertake to produce the tickets for the outward journey within ten days of receipt of the advance. In the event of cancellation of the journey or if I fail to produce the tickets within ten days of receipts of advance, I undertake to refund the entire advance in one lumsum. Date..... Signature of the Employee **CHECK-LIST** (For use in Office) Particulars in Cols. 1 to 13 verified **Dealing Assistant** S.O. (Admn.) Principal

Amount entitled for reimbursement (Total fare up-to Home town / Place of visit and back) 2. Advance required (if any) Rs. 3. 4. Advance admissible (90% of amount) Passed for Rs. (Rupees....)

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Note. This bill should be prepared in duplicate----- one for payment and the other for office copy.

PART-----A

(To be filled up by Government Servants)

Name

2.		signat					G			
3. 4.		sic pay partm								
5.		4.0	18	f leave sancti	oned	From		To		
6. S. N	_	Age	sorramily	members :	ime		Relati	onship		D.O.B
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7.	Pa	rticula	rs of mem	bers of family	in respect	of whom the	e LTC has been claim	ed:		
S. 1	_	Age		_	ame		Relationship with the		nt Servant	D.,O.B
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8.	De	etailso	fjourney (s	s) performed b	y Governm	ent servant	and the members of hi	s/her family :		
	Departure		ture	Arrival		Distance	Mode of Travel &	No. of		
	Date Time		From	Date & Time	То	in Kms.	class of accommodation used	Fares	Fair Paid	Remarks
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	Pla		Mode of	Class to which	Class I	by which	No. of	Fore Deli
F	rom	То	Conveyance	¹ Entitled	actually	traveled	Fares	Fare Paid
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	Particu	lars of journ	ey (s) performed	by road between	olaces connected	by rail :		
Name of Place		Place					R	ail fare
F	rom	То	Class to which entitled			Rs.		
ert	Certifie	ation, as give ed that my hu mous Body	usband/wife for w	hom LTC is claime(name of t	nowledge and beliced by me is employ the Govt. Office and Concession facili	yed in/ Public Sector	Undertaking	/ Corporati
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S.O. (A/c)

Dealing Asst.

Principal

Bursar

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(UNIVERSITY OF DELHI) ALIPUR, DELHI- 110036

Certified that I have not submitted any other claim so far for Leave Travel Concession in respect of myself or my family
members in respect of the block of two yearand
Certified that I have already drawn T.A. for the Leave Travel Concession in respect of a journey performed by me/
my wife with
this claim is in respect of the journey performed my wife/myself withchildren
children none of whom traveled with the party on the earlier
occasion.
Certified that I have not already drawn T.A. for the Leave Travel Concession in respect of a journey performed by
me/my wife withchildren
children none of whom availed of the concession relating to that block.
Certified that I have already drawn T.A. for the Leave Travel Concession in respect of a journey performed by me in
the yearin respect of block of two years
andThis claim is in respect of the journey performed by me in the
yearThis against the concession admissible once every year in a prescribed block for
visiting home town as all the members of my family are living away from my place of work.
Certified that the journey has been performed by me/my wife with children/
children to the declared home-town viz
Certified that my husband/wife is not employed in Government service. That my husband/wife is employed in
Government service and the concession has not been availed of him/her separately for himself/herself or for any of
the family members for the concerned block of two years.
Certified that my wife/husband for whom LTC is claimed by me is employed in
(name of the Govt. Office/ Public Sector Undertaking/ Corporation/ Autonomous Body, etc.)
which provides Leave Travel Concession facilities but he/she has not preferred, and will not prefer, any claim in this
behalf to his/her employer.