

RAJDHANI COLLEGE

(UNIVERSITY OF DELHI)

RAJA GARDEN, RING ROAD, NEW DELHI-110015

APPLICATION FORM FOR GRANT OF L.T.C. ADVANCE

1. Name.....2. Designation
3. Date of Appointment.....4. Present 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 L.T.C.....
8. Whether the concession is to be availed for visiting Home town, and if so block for which L.T.C. is to be
availed.....Prob. dt. of Journey.....
9. (a) If the concession is to visit "anywhere in India"
the place to be visited.....
(b) Block for which to be availed.....Prob dt. of Journey.....
10. Single rail fare/bus fare from the headquarters to home town/place of visit by shortest route
11. Persons in respect of whom L.T.C. is proposed to be availed :

S. No.	Name	Age	Relationship
1.			
2.			
3.			
4.			
5.			
6.			

12. Amount of advance required.....

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 tendays of the receipt of advance.

I declare that the members of my family mentioned above are residing with and wholly dependent upon me.

That in the event of cancellation of the journey or if I fail to produce the tickets within ten days or receipt of advance, I undertake to refund the entire advance in one lumpsum.

Date.....

Signature of the employee

(To be filled by the Accounts Office)

Passed for Rs.....) Rupees.....)

LTC. Reg. of Page No.

Deal Asst.

S.O. (A/C)

Bursar

Sanctioned

Principal

Paid by Cheque No.....Date.....

Received Rs.....(Rupees.....

Signature of the Recipient