

ADITI MAHAVIDALAYA

(UNIVERSITY OF DELHI)

BAWANA, DELHI-110039

APPLICATION FORM FOR THE GRANT OF LTC/HTC ADVANCE

1. Name of the employee : _____
2. Designation : _____
3. Date of Appointment : _____
4. Scale of Pay : _____
5. Basic Pay : _____
6. Home town address (as recorded
In the service book) : _____
7. Whether wife/husband is employed : _____
If so, whether entitled to LTC/HTC
8. Whether the concession is to be availed : _____
For visiting home town or LTC, block year
For which HTC/LTC to be availed
9. If the concession is to visit " anywhere : _____
In India " , place to be visited.
10. Block year for which to be availed : _____
11. Single estimated air/rail/bus fare from the : _____
Headquarters to home town/place to be
Visit (by shortest route
12. Person in respect of whom LTC/HTC : _____
Is proposed to be availed

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

13. 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 ten days of receipt of the advance.

In the event of cancellation of the journey or if i fail to produce tickets within ten days of receipt of advance, i undertake to refund the entire advance in one lump sum.

I will submit the adjustment bill within a period of one month of the completion of the return journey.

I will visit the declared place. If, there is any change in the intended place of visit, prior permission of the competent Authority will be obtained before the commencement of the journey.

If the limit of 3 months or 90 days is exceeded after the advance had already been drawn for both (outward and inward) journeys, one half of the advance will be refunded by me

Date :

Signature

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1. Particulars in columns 1 to 6 are verified
 2. Applicant has not claimed HTC/LTC for the block year _____ as per Service Book records.
 3. Family members for whom HTC/LTC is claimed are dependent on the employee as per record.

Senior P.A

Principal/O.S.D

(FOR USE IN OFFICE)

Amount entitled for reimbursement

Fare Rs. _____ x2x _____

(No.of tickets)= Rs _____

Amount of advance admissible (90%)

Rs _____

Advance sanctioned

Rs. _____

Dealing Assistant

Section Officer (Admn.)

Principal/O.S.D

