

DELHI COLLEGE OF ARTS & COMMERCE

(UNIVERSITY OF DELHI)

NETAJI NAGAR, NEW DELHI-110 023.

APPLICATION FOR GRANT OF L.T.C. / HTC ADVANCE

1. Name of the employee
2. Designation
3. Date of entering the service in the college
4. Present Pay
5. Whether permanent or temporary or Ad-hoc
6. Home town as recorded in the Service
7. Whether wife / husband is employed & if so whether entitled to L.T.C./H.T.C.
8. Whether the concession is to be availed for visiting hometown, & if so block for which L.T.C. is to be availed.
9. (a) If the concession is to visit "anywhere in India" the place to be visited
- (b) Block for which to be availed
10. Single railfare/busfare from Delhi to hometown/place of visit by shortest route
11. Person in respect of whom L.T.C./H.T.C. is proposed to be availed

S. No.	Name and Age	Relationship
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12. Amount of advance required Rs.....

I declare the particulars furnished are true and correct to the best of my knowledge. I undertake to produce the tickets for the outward journey within ten days of the receipt of the advance.

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

Date.....

Signature

Sanctioned for Rs.....(Rupees.....)