

Satyawati College

(University of Delhi)

Ashok Vihar, Phase -III, Delhi – 110052

APPLICATION FORM FOR GRANT OF LTC / HTC ADVANCE FOR THE BLOCK YEAR _____ YEAR _____

1. NAME OF THE GOVT. SERVANT _____ DESIGNATION _____
2. DATE OF ENTERING THE GOVT. SERVICE _____ PAY + SI + NPA _____
3. HOMETOWN ADDRESS AS RECORDED IN THE SERVICE BOOK _____
4. WHETHER WIFE/HUSBAND IS EMPLOYED AND IF SO WHETHER ENTITLED TO LTC _____
5. THE PLACE TO BE VISITED _____
6. MODE OF JOURNEY: (TO) _____ (FRO) _____ NO. OF PASSENGER _____ NO. OF TICKETS _____
7. TOTAL FARE (TO) TOTAL FARE (FRO) _____ TOTAL AMOUNT OF FARE (TO & FRO) _____

NATURE & PERIOD OF LEAVE SANCTIONED FROM TO
DEALING ASSISTANT NAMESIGNATURES. O. ADMN.
CERTIFIED THAT NECESSARY ENTRIES HAVE BEEN MADE IN THE SERVICE BOOK OF SH/SMT./MS
DEALING ASSISTANT NAME SIGNATURE S. O. ADMN.

S. PARTICULARS OF MEMBERS OF FAMILY IN RESPECT OF WHOM THE LTC/HTC HAS BEEN CLAIMED:

SL NO.	NAME	DATE OF BIRTH AND AGE	RELATIONSHIP WITH THE GOVT. SERVANT
1			
2			
3			
4			

AMOUNT OF ADVANCE REQUIRED (90% OF THE TOTAL FARE) 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 10 DAYS OF RECEIPT OF THE ADVANCE. IN THE EVENT OF THE CANCELLATION OF THE JOURNEY OR IF I FAIL TO PRODUCE THE TICKETS WITHIN 10 DAYS OF THE RECEIPT OF ADVANCE, I UNDERTAKE TO REFUND THE ENTIRE ADVANCE IN ONE LUMP SUM.

DATE _____ Mobile No. _____ SIGNATURE OF THE GOVT. SERVANT _____

CHECK LIST (FOR USE IN THE OFFICE) :

PARTICULARS IN COLUMN 1 TO 6 VERIFIED _____ AMOUNT ENTITLED FOR REIMBURSEMENT RS. _____

ADVANCE ADMISSIBLE (90%) _____ (RUPEES IN WORDS) _____ MAY BE SANCTIONED.

ASSISTANT S. O. (ACCOUNTS) ADMINISTRATIVE OFFICER BURSER PRINCIPAL