



SHAHEED BHAGAT SINGH COLLEGE

Sheikh Sarai (Triveni) Phase-II, New Delhi-110 017

Application Form for grant of LTC/HTC Advance

1. Name of the Employee : _____
2. Designation : _____
3. Department : _____
4. Date of Joining : _____
5. Pay/Level Rs. : _____
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 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 Rail fare/Bus fare/Air fare from the headquarter to home town/place of visit by shortest route : _____
11. Proposed date/Period for LTC/HTC : _____
12. Person/Family member in respect of whom LTC is proposed to be availed :

S.No.	Name	Date of Birth	Relationship
1.			
2.			
3.			
4.			
5.			
6.			

13. Amount of advance required : 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 receipt of advance, I undertake to refund the entire amount of pursuit in one lumpsum.

I hereby declare that I will submit LTC/ HTC Claim within 30 days from the date of return journey.

Date

(To be filled by Admin Section)

Signature

1. Particulars given in Column. 1 to 12 are verified.
2. Entitlement to LTC/HTC the concession for the employee and his/her family member for the block year _____ sub block year _____ is verified.

D. A.

S.O. (Admn.)

A.O. (Admn.)

Principal

(To be filled by Accounts Section)

Sanctioned 90% of fare Rs. _____ for LTC/HTC
Passed for Rs. _____ (Rupees _____)

Dealing Asstt.

S.O. (A/cs)

A.O. (A/cs)

Principal

Paid by Cheque / RTGS/NEFT No. _____ Date _____