



**SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES
(UNIVERSITY OF DELHI)**

PSP AREA-IV, Dr. K.N. KATJU MARG, SECTOR-16, ROHINI, DELHI-110089

APPLICATION FORM FOR LTC/ HTC ADVANCE

1. Name of applicant : _____
2. Date of appointment : _____
3. Designation & Dept. : _____
4. Block Year : _____
5. Proposed date of departure : _____
6. Details of family for which the concession is proposed to be claimed :-

Name of family members	Age	Relationship with Employee

7. Total no. of tickets chargeable (a) Full _____ (b) Half _____
8. Intended place of visit/declared Home Town _____
9. Route of Journey _____
10. Mode & entitled class of travel : Rail/Steamer _____
11. Approximate Fare : (a) Per Ticket Rs. _____ (b) Total is Rs. _____
12. Approximate distance is KMs. _____
13. Advance required : Rs. _____ (Rupees _____)
14. Any other information _____

Date: _____

Signature of the Applicant

P.T.O..

(FOR USE IN ADMINISTRATION DEPARTMENT ONLY)

- I. Certified that Shri/Smt/Km. _____ earlier availed LTC/HTC for the block year _____ the necessary entry of which had been made in his/her service book on page _____ his/her home town _____ verified.
- II. He/she has been allowed to avail of ____ day leave i.e. from _____ to _____.
- III. Certified that the members availing of the LTC/HTC facility along with Mr. _____ are members of his family as per declaration given by him and noted down in his service book.

Date: _____ Dealing Assistant (Admin) _____ Administrative Officer _____

(FOR USE IN THE ACCOUNTS DEPARTMENT ONLY)

1. Total Approximate fare : Rs. _____
2. Advance permissible (as per rules) : Rs. _____
3. Advance sanctioned : Rs. _____

Vide Cheque No. _____ dated _____.

Dealing Assistant Section officer (A/C) Bursar Principal

THE L.T.C. ADVANCE IS SUBJECT TO THE FOLLOWING CONDITIONS.

1. Concession is to be availed of for dependent member of the family only Railway booking etc. must be made within 10 days of the L.T.C. advance.
2. Before the commencement of the journey the railway/bus tickets/receipts in original must be produced to the college within ten days of the advance for verification.
3. Photostat copies of the tickets of return and onward journey must be submitted along with claim.
4. After completion of the journey unspent balance if any must be refunded immediately but not late than a week in any case along with tickets and vouchers. Delayed submission may result in the lapse of the claim.
5. If not proceeding on journey the money so advanced may be refunded to the college with in Ten days of the advance, but not late than 30 days otherwise no advance would be given in future.
6. If unutilised portion of advance not refunded in stipulated time the panel interest @10% would be charged from the date of advance.
7. If the above is not complied with the advance would be given recovered from salary without any notice.

NECESSARY INSTRUCTIONS NOTED.

Signature of employee : _____
Date : _____