

# Satyawati College (Evening)

(University of Delhi)

Ashok Vihar: Delhi - 110052

*Application for availing LTC/HTC advance for the Block Year 20\_\_ - 20\_\_*

Name of the Employee : \_\_\_\_\_  
Designation : \_\_\_\_\_  
Date of Appointment : \_\_\_\_\_  
Present Pay (Pay in the pay band + Grade Pay) : \_\_\_\_\_  
Place of visit : \_\_\_\_\_  
Nature and period of leave applied for/granted : \_\_\_\_\_  
Home Town address as recorded in Service Book : \_\_\_\_\_  
If wife/husband is employed, furnish a  
"NO OBJECTION" certificate from the office  
where he/she is working for availing LTC/HTC : \_\_\_\_\_  
Single Rail/Air/Bus Fare from the Headquarter : \_\_\_\_\_  
to Hometown/Place of visit by shortest route

Details of members in respect of whom LTC/HTC is proposed to be availed:

S. No.	Name	Age	Relationship
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____

Total Fare: \_\_\_\_\_ x \_\_\_\_\_ = Rs. \_\_\_\_\_ Amount of advance required: \_\_\_\_\_

I undertake that the particulars furnished above are true and correct. I shall produce the journey tickets 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, I undertake to refund the entire amount of advance in lump-sum.

Date: \_\_\_\_\_

Signature of the Employee

### Verification by the Administration Section

Particular verified from the office records. Applicant be permitted to avail LTC/HTC as requested.

Dealing Assistant

Date: \_\_\_\_\_

Section Officer (Admn.)

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## For the use of Accounts Section

Single fare (x) no. of persons (x) 2 (both ways journey): Rs. \_\_\_\_\_

90% of total Amount: Rs. \_\_\_\_\_

An advance of Rs. \_\_\_\_\_ may be sanctioned.

Dealing Assistant

S.O. (Accounts)

Adm. Officer

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BURSAR

PRINCIPAL

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Paid vide Cheque No. \_\_\_\_\_ dated \_\_\_\_\_ for Rs. \_\_\_\_\_