

SRI GURU GOBIND SINGH COLLEGE OF COMMERCE
(UNIVERSITY OF DELHI)

Application for Grant of L.T.C. Advance

1. Name of the Employee :
 2. Designation :
 3. Date of entering the Service:
 4. Basic Pay :
 5. (a) Home Town as Recorded in the Service Book
(b) Nearest Railway Station /Airport :
 6. Whether wife / husband is employed : YES / NO
& if so whether entitled to L.T.C. : YES / NO
 7. Whether the concession is to be availed for visiting home town, and if so Block Year for which L.T.C. is to be availed. YES / NO
_____ Block Year
 8. If the concession is to visit "ANYWHERE IN INDIA", name the place to be visited : _____ Place
and Block Year for which L.T.C. is to be availed. : _____ Block Year
 9. Nature of leave from to
- OR
- * Proposed date for onward journey & :
Proposed date for return journey :
10. Single Rail/Bus/Air fare from the Headquarter to Home Town/place of visit by shortest route: _____

11. Persons in respect of whom L.T.C. is proposed to be availed :-

Sl. No	Name	Age	Relationship
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12. Amount of advance required Rs.
13. 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 10 days of the receipt of the advance, I undertake to refund the entire advance in one lumpsum.

Dated :

(Signature of the applicant)

* Applicable in case of advance required for family members only.

CHECK LIST (Accounts Section)

1. Amount entitled for Reimbursement:
Fare Rs.....X 2 X (No. of tickets)=.....
2. Advance admissible (90% of the amount i.e. Rs.....)
Advance of Rs.
may be sanctioned.

Dealing Assistant

Section Officer

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CHECK LIST FOR ADMINISTRATION
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L.T.C. advance to _____

1. Block Year / Calendar Year :
2. Home Town / A place anywhere in India :
3. a) For whom advance is applied for :
b) Total number of persons :
4. Specific grounds warranting sanction :
for both/ onwards/ return journey of advance under
Rule G.F. 235 (2) (iii)(a)
5. Leave application received : Yes / No
6. Amount of advance : Rs.

Necessary entry has been made in the L.T.C. Advance Register. He/She is eligible for L.T.C. for the Block/Calendar YearWe may sanction the advance please

Dealing Assistant (Section Officer) Adm. Officer Principal

(To be filled by Accounts Section)

Advanced

Rs..... (Rupees.....)
Vide Cheque No.....Dated.....)

Dealing Section Officer

Assistant (Accounts) Adm. Officer Bursar Principal Treasurer

Received

Rs _____ (Rupees _____)

Vide Cheque No _____ Dated _____)

Signature of the Recipient

SGGS College of Commerce
University of Delhi, Delhi

LEAVE ENCASHMENT APPLICATION FORM (LTC)

1. Name: _____

2. Designation _____

3. Date of initial appointment: _____

5. Encashment for the LTC Block Year: _____

Date: _____

(Signature of Applicant)

Leave Detail (to be filled by Administration Dept)

A: Earned Leave at credit as on _____ is _____ day(s)

B: Earned leave at credit after the encashment of 10 days is _____ day(s)

Note: EL permitted for encashment is only 60 days.

Date: _____

Section Officer (Adm.)

Verified by: AO

Decision of the Approving Authority:

Approved/Not Approved

Principal



Sri Guru Gobind Singh College of Commerce

University of Delhi, Pitampura, Delhi-110088

Dated: _____

CERTIFICATE

It is certified that I have booked my Air-Tickets from Air India Office/Air India website/ IRCTC/ (please tick whichever is applicable) through authorized travel agency Balmer Lawrie/ Ashoka Travels for availing LTC 80 fare.

I also undertake that I haven't used any agent other than listed above for the purchase of air-tickets booking for availing LTC.

In case of any anomalies in availing LTC, I will be responsible for the same and undertake to refund the advance, etc.

Signature: _____

Name of the Employee: _____

Designation: _____