

# ZAKIR HUSAIN DELHI COLLEGE

(University of Delhi)

## APPLICATION FORM FOR GRANT OF LTC/HTC ADVANCE

1. NAME OF THE EMPLOYEE : \_\_\_\_\_
2. DESIGNATION : \_\_\_\_\_
3. DATE OF APPOINTMENT : \_\_\_\_\_
4. PRESENT BASIC PAT : \_\_\_\_\_
5. WHETHER PERMANENT or TEMPORARY : \_\_\_\_\_
6. HOMETOWN AS RECORD IN THE SERVICE BOOK : \_\_\_\_\_
7. WHETHER WIFE/HUSBAND IS EMPLOYEED AND IF SO, WHETHER ENTITLED TO **LTC/HTC** : \_\_\_\_\_
8. WHETHER THE CONCESSION IS TO BE VALID FOR VISITING HOMETOWN, AND IF SO, BLOCK FOR WHICH **HTC** IS TO BE AVAILED : \_\_\_\_\_
9. A) IF THE CONCESSION IS TO VISIT "ANY WHERE IN INDIA "THE PLACE TO BE VISITED : \_\_\_\_\_  
b) BLOCK FOR WHICH TO BE AVAILED : \_\_\_\_\_
10. SINGLE AIR/RAIL BUS FARE FROM THE HEADQUARTERS TO HOMETOWN/PLACE OF VIST BY SHORT ROUTE : \_\_\_\_\_
11. AMOUNTOF ADVANCE REQUIRED : \_\_\_\_\_
12. PERSON IN RESPECT OF WHOME **LTC/HTC** IS PROPOSED TO BE AVAILED.

SNO	NAME	AGE	Exact Relation	Fathers Name	Marital Status	Annual Income	Emp. Unemp.

### UNDERTAKING

- I declare that the particulars furnished above are true and correct to the best of my knowledge.
- I also undertake to produce photo-copies of the tickets for the outward journey within ten days from the date of advance taken.
- After returning from the journey I will produce tickets for both forward and return journeys in original with the LTC/HTC claim bill **within one month from the end of the journey to avoid levy of interest.**
- I also clearly understand that in the event of my not performing the journey for LTC/HTC, I will refund the whole amount of advance drawn the interest thereon as per prescribed time provided in the rules.

PLACE:

DATE:

SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_

DAPERTMENT: \_\_\_\_\_

**CHECK - LIST**

(FOR OFFICE USE ONLY)

1. Particulars in columns 1 to 6 verified \_\_\_\_\_

2. Amount entitled for reimbursement \_\_\_\_\_

3. Advance admissible (90% of amount in 2) RS. \_\_\_\_\_

Advance RS. \_\_\_\_\_ (Rupees) \_\_\_\_\_

\_\_\_\_\_

The expenditure is debit able to \_\_\_\_\_

(S.O. ACCOUNTS)

(BURSAR)

(PRINCIPAL)