# SWAMI SHRADDHANAND COLLEGE

(University of Delhi) Alipur, Delhi-110036

# Application Form for Grant of LTC Advance

1.	Name of the Government Servant	
2.	Designation	
3.	Date of entering the Central Government Service	9
4.	B. Pay + Grade Pay	
5.	Whether Permanent or Temporary	
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 visited	
9.	(a) If the concession is to visit "anywhere in	
	India", the place to be visited	
10.	Single rail fare/ bus fare from the headquarters	
	to home town/place of visit by shortest route	·····
11.	Nature of period of leave sanctioned	From To

Certified that necessary entries have been made in the Service Book of Shri / Shrimati / Miss.....

\_\_\_\_\_

Earned Leave Encashment						
Leave debited at	- 					
Balance at Credit						

12. Details of family members :

S. No.	Name	Age	Relationship	D.O.B

13. Person in respect of whom LTC is proposed to be availed :

S. No.	Name	Age	Relationship	D.O. <b>B</b>
	•			

- 15. Amount of advance required (along with proof) 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 receipts of advance, I undertake to refund the entire advance in one lumsum.

Date.....

Signature of the Employee

#### CHECK-LIST

#### (For use in Office)

1. Particulars in Cols. 1 to 13 verified .....

**Dealing Assistant** 

#### S.O. (Admn.)

Principal

2. Amount entitled for reimbursement (Total fare up-to Home town / Place of visit and back)

3. Advance required (if any) Rs.

4. Advance admissible (90% of amount)

Passed for Rs (Rupees	)
Debit Head	)
	)

## SWAMI SHRADDHANAND COLLEGE

(University of Delhi) Alipur, Delhi-110036

### LEAVE TRAVEL CONCESSION BILL FOR THE BLOCK OF YEAR

..... to ......

Note: This bill should be prepared in duplicate----- one for payment and the other for office copy.

PART-----A

#### (To be filled up by Government Servants)

1.	Name	
2.	Designation	······
3.	Basic pay	Grade pay
4	Department	
5.	Nature and period of leave sanctioned	FromTo

6. Particulars of family members :

S. No.	Age	Name	Relationship	D.O.B

#### 7. Particulars of members of family in respect of whom the LTC has been claimed :

S. No.	Age	Name	Relationship with the Government Servant	D.,O.B
		1		

8. Details of journey (s) performed by Government servant and the members of his/her family :

Departure		Arrival		Distance	Mode of Travel &	No. of		
Date & Time	From	Date & Time	То	in Kms.	class of accommodation used	Earon	,Fair Paid	Remarks
	. 6							
				22				

- 9. Amount of advance, if any, drawn Rs.
- 10. Particulars of journey (s) for which higher class of accommodation than the one to which Government servant is entitled, was used. (Sanction No. & Date to be given).

Place		Mode of	Class to which	Class by which	No. of	
From	То	Conveyance	Entitled	actually traveled	Fares	Fare Paid

11. Particulars of journey (s) performed by road between places connected by rail :

Name of Place			Rail fare	
From	То	Class to which entitled	Rs.	

Certified that the :-

- 1. Information, as given above is true to the best of my knowledge and belief; and

Signature of Government Servant Date.....

Certified that necessary entries have been made in the Servic	e Book of Shri/Shrimati/Miss
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Earned Leave Encashment
Leave Debited at
Balance at Credit

Dealing Asst.

#### S.O. (Admin.)

Administrative Officer

#### PART-----B

#### (To be filled in the Bill Section)

2.	This expenditure is debit-able to	 
		Rs
	(b) Less amount of advance drawn vide Voucher No dt	 .Rs
	(a) Rail/Air/Bus/Steamer fare	Rs
1.	The net entitlement on account of leave travel concession works out to Rs.	 as details below

### SWAMI SHRADDHANAND COLLEGE (UNIVERSITY OF DELHI) ALIPUR, DELHI- 110036

1.	Certified that I have not submitted any other claim so far for Leave Travel Concession in respect of myself or my family
	members in respect of the block of two yearand
2.	Certified that I have already drawn T.A. for the Leave Travel Concession in respect of a journey performed by me/
	my wife with Children
	this claim is in respect of the journey performed my wife/myself with
	children none of whom traveled with the party on the earlier
	occasion.
3.	Certified that I have not already drawn T.A. for the Leave Travel Concession in respect of a journey performed by
	me/my wife withchildren
	children none of whom availed of the concession relating to that block.
4.	Certified that I have already drawn T.A. for the Leave Travel Concession in respect of a journey performed by me in
	the yearin respect of block of two years
	andThis claim is in respect of the journey performed by me in the
	yearThis against the concession admissible once every year in a prescribed block for
	visiting home town as all the members of my family are living away from my place of work.
5.	Certified that the journey has been performed by me/my wife with children/
	children to the declared home-town viz
6.	Certified that my husband/wife is not employed in Government service. That my husband/wife is employed in
	Government service and the concession has not been availed of him/her separately for himself/herself or for any of
	the family members for the concerned block of two years.
7.	Certified that my wife/husband for whom LTC is claimed by me is employed in
	which provides Leave Travel Concession facilities but he/she has not preferred, and will not prefer, any claim in this
	behalf to his/her employer.