



# Dyal Singh Evening College

(University of Delhi)

Lodhi Road, New Delhi 110003

*A full-fledged Day College*

## 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.	_____	_____	_____

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

BURSAR

PRINCIPAL

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