



MOTILAL NEHRU COLLEGE (University of Delhi)

APPLICATION FOR LEAVE TRAVEL CONCESSION/H.T.C. FOR ADVANCE

1. Name (Block letters)2. Designation
3. Date of Appointment.....
4. Home town (address)/Place of Visit
5. Nearest StationApproximate Distance.....Kms.
6. (a) Block year for which concession last availed
- (b) Block year for which concession being availed now.....
- (c) Proposed date of journey

7. Particulars of family members (if applicable)

	Name	Age	Relationship with the employee
1)
2)
3)
4)
5)
6)

8. Basic Pay Rs.....9. Entitlement of class: Railway: First/Second

9. Total actual fare upto home town/place of visit and back Rs Kindly sanction me the LTC/HTC Advance as per rules. I undertake to submit the proof of purchasing tickets for the aforesaid journey within ten days from the date of receipt of advance; failing which the amount will be refunded by me to the College.

Signature of the employee

Certified that the above particulars given in this application have been verified from the record and found correct.

Dealing Asstt

S.O.(Admn)

(To be filled by Finance Branch)

Checked & Passed for Rs (Rupees) as advance being 90% of the actual fare after verification of the aforesaid particulars given by the applicant.
Debit Head: LTC Advance a/c

Dealing Asstt. Sr. Asstt. S.O. (Accounts) A.O. Bursar Principal