

LAKSHMIBAI COLLEGE
(UNIVERSITY OF DELHI)

PROFORMA APPLICATION FOR LEAVE TRAVEL CONCESSION (FOR ADVANCE)

1. Name (block letters) _____
2. Designation _____ Date of appointment _____
3. Period of Block year for which concession is required _____
4. Home Town (Address) _____
5. Place of visit _____ 6. State if it is an All India Tour/
Home Town _____ 7. Nearest Station _____
Approximate distance _____ Kms. _____
8. Proposed date of journey _____ 9. Concession previously
availed if any _____ for block years _____
For self _____ for Family _____ 10. Particulars of
family members (if applicable) for whom LTC/HTC is proposed to be claimed _____

Name	Age	Relation with the employee
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Pay and Grade Pay _____ Entitlement of class Railways First/Second

11. Mode of journey Train/Charged Bus/Air; If train give name of train.

12. Fair per ticket _____ Total fare _____

13. Advance required (if any) Rs. _____
(Advance payable)

TO BE FILLED IN BY THE ACCOUNTS BRANCH

Total fare upto home town place of visit and back

Passed for the payment for Rs. _____

Rs. _____

Debit Head _____

Admissible claim _____

Dealing Assistant _____

Advance payable i.e. 80% of admissible

Administrative officer _____

claim _____

Bursar _____

Principal _____

Signature of employee

P.T.O.

Note: Members of the staff are required to note the following rules:

1. copies of the railways tickets/Receipt should be shown to the Accounts branch and their serial nos. be given on this form immediately after the reservation or within 10 days of the receipt of advance.
2. The claim for the L.T.C. should be made within 30 days of the return journey.
3. The detail of the journey 'date wise' given the arrival and departure times for every station should be noted down and be mentioned in the claim for after the proposed journey.
4. Only these persons will be treated as family members who are residing with the employee and whose names appear in the ration card.
5. In case the journey is undertaken in a bus, it should be ensured that the Indian Tourism Development Corporation and State T.D.Corp. buses are allowed for journey under the L.T.C. rules. Journeys by chartered buses are not permitted.
6. Claim will not be admitted if the copies of tickets are not produced.
7. Employees must declare in advance the intended place of visit and the declared place must be visited. It can not be changed after the commencement of journey.

Signature _____

TicketNo./Receipt No. _____ Date (Rs. _____)

Date of Journey _____ for Rs. _____

From Delhi _____ to _____

Ticket/Receipt seen and returned _____

Dealing Assistant _____

S.O. (Accounts) _____

RECEIPT

Received from the Principal, Lakshmibai College a sum of Rs. _____ (Rupees _____)

_____ on account of _____

vide cheque no. _____ dated _____ on Bank _____

Signature _____

Name _____