

**GARGI COLLEGE**  
**University of Delhi**  
**Siri Fort Road, New Delhi – 110049**  
**Application form for Grant of L.T. C / HTC Advance**

Block year.....

1. Name of the government servant : .....
2. Department and Designation : .....
3. Date of entering the service : .....
4. Present basic pay : .....
5. Hometown as recorded in the Service Book : .....
6. Date of Journey : From.....to.....
7. Nature of Leave CL/EL : From.....to.....
8. Whether Wife / Husband is employed  
Place a Work of spouse and if so whether entitled to L.T.C. : .....
9. Whether the concession is to be availed for visiting Hometown and if so, block for which L.T.C. is to be availed : .....
10. (a) If the concession is to visit "anywhere in India" the place to be visited. : .....
11. (b) Block for which to be availed : .....
12. Single rail fare/bus fare from the headquarters to hometown/place of visit by shortest route. Name the train and Class : .....
13. Persons in respect of whom L.T.C. is proposed to be availed. (dependent or not) : .....

S.No.	Name	Age	Relationship
1			
2			
3			
4			
5			
6			
7			
8			

14. Amount of advance required :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 jointly within ten days of receipt of the advance.

In the event of the cancellation of the journey or if I fail to produce the tickets within ten days of receipt of advance, I undertake to refund the entire advance in one lump sum.

Date .....

Signature

( )

Name .....

Department .....

### CHECK - LIST

#### (For Use in Office)

1. Particulars in Col. 1 to 6 verified : .....
2. Amount entitled for reimbursement : Fare Rs. x 2 x  
(No. of tickets)  
.....
3. Advance admissible (90% of amount in 2) : .....

Advance of Rs. .... may be sanctioned

**Dealing Assistant**

**Section Officer (A/cs)**

**Principal**

(To be filled in by Accounts Section)

The amount of A/c of L.T.C. Advance Rs.....Rupees.....

**Dealing Assistant**

**Section Officer (A/cs)**

**Bursar**

**Principal**