

BHAGINI NIVEDITA COLLEGE

Kair, Near Najafgarh, New Delhi-110043 • Ph. : 28017485, 28018326

APPLICATION FOR GRANT OF LTC/HTC ADVANCE

1. Name of the Employee :
2. Designation :
3. Telephone / Mobile No. :
4. E-mail address :
5. Date of Appointment :
6. Basic Pay : Rs. 7. Grade Pay : Rs.
8. Whether Permanent or Temporary :
9. (a) Home Town as Recorded in the Service Book :
- (b) Nearest Railway Station :
10. Whether wife / husband is employed : YES NO
& if so whether entitled to L.T.C. : YES NO
11. Whether the concession is to be : YES NO
availed for visiting home town, Block Year
and if so Block Year for which
H.T.C. is to be availed.
12. If the concession is to visit : Place
"ANYWHERE IN INDIA", name the place
to be visited and Block Year for Block Year
Which L.T.C. is to be availed. :
13. Proposed date for onward journey & :
- Proposed date for return Journey :
14. Single Air/Rail/Bus fare from the :
- Headquarter to Home Town/ Place
of visit by shortest route.

15. Persons in respect of whom LTC /HTC is proposed to be availed :-

S No	Name	Age	Relationship with the employee

16. Amount of advance required Rs.

CERTIFIED THAT

1. The particulars furnished above are true and correct to the best of my knowledge.
2. 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 by him/her separately for himself/herself or any of the family members for the concerned block of years.....to.....
3. That my husband/wife for whom LTC/HTC is claimed by me is employed in.....
.....(name of the Public Sector undertaking/Corporation/Autonomous Body, etc.), which provides Leave Travel Concession facilities but he/she is not preferred and will not prefer, any Claim in this behalf to his/her employer; and
4. That my husband/wife for whom LTC/HTC is claimed by me is not employed in any Public Sector Undertaking/Corporation/Autonomous Body financed wholly or partly by the Central Government or a Local Body, which provides LTC/HTC facilities to its employees and their families.
5. I undertake to produce the tickets (Purchased either directly from the Airlines (booking counters/Websites) or through authorised government agents/IRCTC for the outward journey within ten days of receipt of the advance.
6. In the event of cancellation of the journey or if I fail to produce the tickets within 10 day of the receipt of the advance or if I fail to settle advance within one month from the date of completion of return journey as the case may be, I undertake to refund the entire advance in one lump sum.

Dated :

(Signature of the applicant)

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