



DR. BHIM RAO AMBEDKAR COLLEGE

University of Delhi
Main Wazirabad Road, Delhi-110094

PROFORMA APPLICATION ADVANCE FOR LEAVE TRAVEL CONCESSION

1. Name (Block Letters)
2. Designation
3. Date of Appointment
4. Permanent/Temporary
5. Basic Pay
6. Hometown as recorded in the Service Book
7. Whether wife/husband is employed and if so whether entitled to L.T.C.
8. Whether the concession is to be availed for visiting Hometown and if so block for which L.T.C. is to be availed
9. (a) If the concession is to visit "anywhere in India", the place to be visited.....
- (b) Block for which to be availed
10. Single rail fare from the headquarters to home town/place of visit by shortest route
11. Persons in respect of whom L.T.C. is proposed to be availed :

Sr. No.	NAME	AGE	RELATIONSHIP
1.			
2.			
3.			
4.			
5.			
6.			

12. 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 journey within ten days of receipt of the advance. In the event of 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.

Signature of the Employee
With Date

(For Use in Office)

1. Particulars in Col. 1 to 6 verified.....
2. Amount entitled for reimbursementFare Rs. X2XNo. of Tickets
3. Advance admissible (90% of amount in 2)

Dealing Asst. S.O. (Administration)

Passed for Rs.(Rupees.....)

Debit head.....

Dealing Asst. S.O. (Accounts) Bursar Principal

RULES FOR ADVANCE FOR L.T.C. AS COMMUNICATE BY THE UNIVERSITY OF DELHI

1. Application for L.T.C. advance shall be recorded in the Administration Branch 45 days in advance of the proposed Commencement of the forward journey's so that the advance could actually be disbursed by the Finance Branch 30 days before the commencement of the outward journey in order to enable the employee to make reservations, as otherwise it would not be possible to pay advance in time.
2. The advance should be refund in full if the inward journey is not commenced within 30 days of the grant of advance
3. After taking the advance an employee is however, required to produce railway cash receipt for the onward journey, within 10 days of the drawal of advance. If the railways receipt are not issued by the railway authorities, the tickets purchases should be shown within 10 days of the drawal of advance otherwise, the advance should be refunded in full.
4. The T.A. should be submitted within one month, in adjustment of advance of the completion of the return journey.
5. Advance not be granted in future to those employees who have not rendered account or refunded the unspent balance within the time limits prescribed, as indicated above.

(Signature of the Employee)
With Date