

**श्री अरविन्द महाविद्यालय (सांध्य)**  
**SRI AUROBINDO COLLEGE (EVENING)**  
(दिल्ली विश्वविद्यालय)  
(UNIVERSITY OF DELHI)  
मालवीय नगर, नई दिल्ली-110017.  
MALVIYA NAGAR, NEW DELHI-110017

**APPLICATION FOR GRANT OF L.T.C. /H.T.C.**

1	Name of the Employee	
2	Designation and Department	
3	Mobile No. / Email	
4	Date of Joining	
5	Pay Level	
6	Whether concession is to be availed for visiting to Home Town <i>or</i> LTC is to be availed	
7	Block Year	
8	Home Town as per record of service Book	
9	If the concession is to visit Anywhere in India, Name of the Place to be visited	
10	Nature & Period of Leave	Leave ..... From .....to .....
11	Proposed date of onward journey & proposed date of return journey	
12	Single Rail/Bus/Air fare from Headquarter to Home town/place of Visit by shortest route	
13	Whether wife/husband is employed & if so, whether entitled to LTC/HTC (Attach certificate from the employer of Spouse)	
14	Applying for Earned Leave Encashment	Yes/ No

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

Sl. No.	Name	Age (DOB)	Relationship

Amount of Advance if required, Rs. .... (Please enclose estimate)

I declare that the particulars furnished above are true and correct to the best of my knowledge. I undertake to produce the ticket for outward journey within ten days of receipt of advance.

In event of cancellation of the journey or if I fail to produce the ticket within 10 days of the receipt of the advance. I undertake to refund the entire advance in one lumpsum.

.....  
(Signature of employee)

Date :

Name.....

(FOR OFFICE USE )

**Check List for Administration**

L.T.C /H.T.C. Advance to .....

1. Block Year :
2. Home Town/ Place of Visit :
3. a) For whom advance applied for :  
b) Total number of persons :
4. Leave application received : Yes / No
5. Amount of Advance : Rs.
6. Number of days of Earned Leave :  
balance to his/her account at the time  
of applying for LTC
7. EL already encashed :

He / she is eligible for L.T.C. for the Block / Calendar year:.....

Dealing Assistant

Section Officer (Admn)

Administrative Officer

PRINCIPAL

**Check List for Accounts Section**

1. Fare Rs.....
2. Number of Tickets Rs.....
3. Amount entitled Rs.....

Advance of Rs..... may be sanctioned.

Dealing Assistant

Section Officer (A/c.)

Administrative Officer (A/c.)

BURSAR

PRINCIPAL