



SRI VENKATESWARA COLLEGE
(UNIVERSITY OF DELHI)
DHAULA KUAN, NEW DELHI – 110 021
Application Form for Grant of LTC Advance

1. Name of the Employee
2. Designation
3. Date of Joining
4. Pay Level/Grade Pay/ Entitlement
- 5(a). Whether permanent or temporary
- 5(b). Proposed date of journey
6. Home Town as recorded in the Service Book
7. Whether wife/ husband is employed and if so whether entitled to LTC
8. Whether the concession is to be availed for visiting home town, and if so block for which LTC is to be availed
- 9(a). If the concession is to visit "anywhere in India, the place to be visited
- 9(b). Block for which to be availed
10. Single air fare (LTC 80)/ rail fare/ bus fare from the headquarters to home town/ place of visit by shortest
11. Persons in respect of whom LTC is proposed to be availed (as per Service Register)

S. No.	Name	Age	Relationship
(i)			
(ii)			
(iii)			
(iv)			
(v)			
(vi)			

12. Amount of advance required (90%) Rs.....

I declare that the particulars furnished above are true and correct to the best of my knowledge and belief. In case the above declaration given by me is not found true at any stage, I shall be liable to disciplinary action, as per rules. 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 lumpsum as per rules.

Note:- Please attach leave sanctioned approval/order, estimated fare along-with this application for the needful. It may be noted that non-submission of necessary particulars in the prescribed form and document(s) shall lead to unnecessary delays in payment, if otherwise eligible. Utmost care may kindly be taken for the needful.

Date:

Signature of the employee

REMARKS BY THE ESTABLISHMENT BRANCH

I have verified all the necessary particulars in Cols. 1 to 11 submitted by _____ and the same have been found to be correct and authentic as per office records. He/ She is eligible for Leave Travel Concession, as per existing rules.

Dealing Assistant (Establishment)

FOR ACCOUNT SECTION USE ONLY

a. Amount entitled for reimbursement Rs.....

b. Advance admissible (90% of amount in 2) Rs.....

Advance of Rs. may be sanctioned.

Dealing Assistant

Section Officer (A/c)

A.O.

Bursar

Principal

Passed for Rs.

Bursar

Principal



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CLAIM FOR LEAVE TRAVEL CONCESSION

1.

Name of the Employee
(Block Letters)

.....

2.

Basic Pay Rs.

.....

3.

Estimate Entitlement of the
Class First/ Second/ Air*

.....

4.

(i) Designation

.....

(ii) Details of family members
who travelled

.....

Pay Level/Grade Pay

.....

Block Year

.....

Home Address/
Place of Visit

.....

Distance by the
shortest route from
Delhi/ New Delhi to

.....Kms.

Home Town

.....

S. No.	Name	Age	Relationship with the employee
1.			
2.			
3.			
4.			
5.			
6.			
7.			

Details of Journey Forward/ Return From	To	Mode of Journey	Ticket No.(s) Receipt No. (s) with date	Total Amount	Net Claim	Remarks if any
1	2	3	4	5	6	7

Certificates are given on the reverse

Total Claim Rs.

Advance Taken (if any) Vide Cheque No.
..... dt
for Rs.

Signature of the employee

PRINCIPAL

Net Payable Rs.

TO BE FILLED IN ACCOUNTS BRANCH	
Passed for Rs.	Debit Head

Dealing Assistant

Section Officer (Acs)

A.O.

Bursar

Principal

Paid vide cheque No

dated

**Boarding Passes enclosed.



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CERTIFICATE TO BE GIVEN BY THE CONTROLLING OFFICER

Certified that:

- (i) Shri/ Shrimati/ Kumari/ Name of the University Employee
..... has rendered continuous service for one year for more
on the date of commencing the outward journey.
- (ii) Necessary entries as required Article para 3 of the Ministry of Home Affairs O.M. No. 43/11/55-Ests(A), Para II, dated
the 11th October, 1956 have made in the Service Book of Shri/ Shrimati/ Kumari
.....

Section Officer (Administration)

PRINCIPAL

CERTIFICATE TO BE GIVEN BY THE COLLEGE EMPLOYEE

- (i) I have not submitted any other claim so far, for Leave Travel Concession in respect of myself or my family members in
respect of the block of two years on
- (ii) I have already drawn T.A. for the Leave Travel Concession in respect of the journey performed on my wife with
..... children. This claim is in respect of the journey performed by my wife myself with
Children. None of them travelled with the earlier occasion.
- (iii) The journey has been performed by me/ my wife, with children on the declared home town (Vis
.....)
- (iv) That my husband/ wife is not employed in the University or else-where.
- (v) I also declare and certify that I have actually performed the onward journey and return journey as per tickets attached
for the purpose of LTC/ Retirement. The particulars of self and family members who have performed journey with me
or separately are totally dependent on me and are eligible as per existing rules.
- (vi) That my husband/ wife is not employed in the University or in
.....
and the concession has not been availed or by him/ her separately or himself/ herself or for any of the family for the
concerned block of two years.
- (vii) I hereby declare that all the particulars to claim for the Leave Travel Concession in the prescribed format are true to
the best of my knowledge and belief. I further undertake that I shall be liable to any disciplinary/ legal action initiated by
the college in case anything found to be forged unauthentic/ fake, as per existing rules.

Signature of the employee



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DETAILS OF JOURNEY

Name, Gender & Age	Date of Journey	From	To
1	2	3	4
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
Class of Journey	Ticket No.	PNR No.	Name & Train No.
5	6	7	8
UP			
DN			
Hours of departure	**Office of purchase of tickets & date		Reserved or not
9	10		11
UP	(i) M/s Balmer Lawrie & Co. Ltd. (BLCL) (ii) M/s Ashoka Travels & Tours (ATT) (iii) Indian Railways Catering & Tourism Corporation Ltd. (IRCTC) Ticket Purchase Date: _____		
DOWN	(i) M/s Balmer Lawrie & Co. Ltd. (BLCL) (ii) M/s Ashoka Travels & Tours (ATT) (iii) Indian Railways Catering & Tourism Corporation Ltd. (IRCTC) Ticket Purchase Date: _____		

** In view of the decision of the government for disinvestment of Air India, it has been decided that in all cases of air travel where the Government of India bears the cost of air passage, air tickets shall be purchased from the three authorized travel agents as mentioned above, as per the entitlement vide letter number 19024/03/2021-F.IV dated 31-12-2021 received from Department of Expenditure, Ministry of Finance, Government of India.

Signature of the employee



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Self-declaration Certificate for Completion of Journey

(Annexure to O.M. No. 19024/03/2021-E IV dated 31st December, 2021)

1. I (Name of the employee _____)
hereby declare and certify that
2. I have actually performed the onward journey from _____ to _____
_____ on _____ (date) and return journey from _____
_____ to _____ on _____

For the purpose of Tour/ Training.

OR

3. I/ We have actually performed the onward journey from _____ to _____
_____ on _____ (date) and return journey from _____
_____ to _____ on _____ for
the purpose of Transfer/ LTC/ Retirement. The particulars of the self and family members who have performed journey
either with the Government servant or separately are as under: -

S. No.	Name	Age	Relationship with Govt. servant

4. In case the above declaration given by me is not found true at any stage. I shall be liable to disciplinary action under
Central Civil Services (Classification, Control and Appeal) Rules, 1965, as amended from time to time.

Note: - It may be noted that non-submission of necessary particulars in the prescribed form and document(s) shall lead to unnecessary delays in payment, if otherwise eligible. Utmost care may kindly be taken for the needful.

Signature of the employee