

ZAKIR HUSAIN POST GRADUATE EVENING COLLEGE, NEW DELHI – 110002

APPLICATION FOR GRANT OF LTC/HTC ADVANCE

Block Year: _____

1. Name & Designation of the College Employee. (In BLOCK LETTERS) _____
2. Present Grade Pay : _____
3. Date of Appointment: _____
4. Place to be visited: _____
5. Proposed date of journey: _____
6. Single Air/Rail/Bus Fare per ticket from The Headquarters to place of visit by Shortest route: Air/Train _____
Fare (Air/Train) Rs. _____
Fare (Bus) Rs. _____
7. Details of family members in respect of whom LTC/HTC is proposed to be availed.

S.No.	Name	Age	Relation with employee
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____

Details of family members verified

Signature S.O.(Admn.)

8. Office address of wife/husband, if employed(attach a Certificate from her/his employer to the fact that no LTC/HTC has been drawn by her/him for the above Block.) _____

9. Amount of advance required: _____

DECLARATION

I, declare that the particulars furnished above are true and correct to the best of my knowledge.

- a) to produce photo-copy of the tickets for the outward journey, with 10 days of drawal of advance.
- b) to refund the entire advance in one lump sum in the event of cancellation of journey.
- c) to submit my claim with one month of the return journey alongwith original/cancelled tickets or verification for both outward and return journeys.

In the event of my non-compliance of any of the undertakings given above, I authorize the College to deduct from my salary for relevant month(s) necessary amount together with interest as per rules without any intimation to me.

I, HAVE READ THE RELEVANT RULES REGARDING GRANT OF LTC/HTC ADVANCE TO ABIDE BY THEM.

Signature of Applicant

Full Name: _____

Designation: _____

Date: _____