

**RAMJAS COLLEGE: DELHI**

**"APPLICATION FORM FOR TRAVEL CONCESSION ADVANCE"**

In Amount of Rs. .... (Rupees .....  
.....

may please be granted to me as L.T.C./H.T.C. advance in respect of the journey, the particulars there of are detailed below:-

1. (a) Name and Designation of the applicant:
2. Permanent or Temporary :  
(of temporary, give particulars of surety submitted).
3. Basic Pay
4. Home Town as declared on recorded in service book of the applicant.
5. Block year against which travel concession advances is required.
6. (a) Place to be visited  
  
(b) Class for accommodation by which the journeys are intended to be performed.
7. Details of persons performing the journeys including their Name, age and relationships.
  - 1.
  - 2.
  - 3.
  - 4.
  - 5.  
(a) No of fare for outward journey.  
  
(b) No. of fare for return journey.
8. Period and nature of leave asked for and the date of commencement of the leave also state whether the leave has been sanctioned or not.  
  
Details of amount required.
9. (a) Proposed class of travel
- (b) Single journey fare from duty place to Home Town.
- (c) Total refundable fare
10. Advance admissible 80% of amount at (9)

Forward  
Journey

Return  
Journey

I do hereby declare that the information furnished above is correct.

P.T.O.

11. Total admissible advance for both forward and return journeys Rs. ....
12. That my self as well as member of my family/parents for whom advance has been asked for did not avail the concession so far for the current block year.
13. That the members of my family are wholly dependent upon me and my husband/wife is not employed in central Government service.
14. That I will refund the advance. If the outward journey does not commence within 15 days of drawal of the advance.
15. I undertake to produce cash receipts for railways fare actually incurred along with L.T.C. claim bill.
16. I undertake to submit my L.T.C. claim within a month of completion of the journey.
17. I have already informed the competent authority about my intention of availing the L.T.C.
18. In case at any time it appears that return journey in respect of my self or any members my family is not likely to commence within 90 days of forward journey. I will refund the advance in respect of such persons for return journey forth with.
19. Certified that no TA/LTC advance is outstanding against me.

Dated.....

Signature of Applicant

The net entitlement on account of L.T.C./H.T.C. advance worked-out to Rs. ....

Bill Clerk

D.D.O.