

गृह अर्थशास्त्र संस्थान

(दिल्ली विश्वविद्यालय)

INSTITUTE OF HOME ECONOMICS

(UNIVERSITY OF DELHI)

LTC/HTC ADVANCE FORM

1. Name of the applicant – \_\_\_\_\_
2. Date of appointment – \_\_\_\_\_
3. Designation – \_\_\_\_\_
4. Department – \_\_\_\_\_
5. Home town as recorded on service book – \_\_\_\_\_
6. Whether husband/wife employed and if so whether entitled to LTC/HTC –  
\_\_\_\_\_
7. Whether the concession is to be availed for visiting home town and if so, block for which  
LTC is to be availed.
8. a) If the concession is for visiting any place in India, the place to be visited –  
b) Block for which to be availed –
9. Proposed date of departure – \_\_\_\_\_
10. Details of family for which the concession is proposed to be claimed –

S.No.	Name of family members	Age	Relationship with employee

11. Total no. of tickets chargeable (a) full – \_\_\_\_\_

(b) Half – \_\_\_\_\_

12 Route of the Jourey–

\_\_\_\_\_

13.Mode & entitled class of travel–

\_\_\_\_\_

14. Approximate fare

(a) per ticket Rs. \_\_\_\_\_

(b) total is Rs. \_\_\_\_\_

15. Approximate distance in Kms – \_\_\_\_\_

16. Advance required Rs. \_\_\_\_\_

17.Any other information–\_\_\_\_\_

Date –

Signature of the Applicant

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**FOR OFFICE USE ONLY**

i) Certified that Mr./Mrs./Ms. \_\_\_\_\_  
earlier availed LTC/HTC for the block year \_\_\_\_\_. The necessary  
entry of which has been made in his/ her service book on page \_\_\_\_\_. His/  
Her hometown \_\_\_\_\_ has been verified

ii) He/ She has been allowed to avail of \_\_\_\_\_ days of leave i.e. from  
\_\_\_\_\_ to \_\_\_\_\_

iii) Certified that the member availing of the LTC facility, along with Mr./Ms.  
\_\_\_\_\_ is a member of his/ her family as per the declaration  
provided by him and recorded in his service book.

Date –

Dealing Assistant

A.O.

Bursar

Director