

SCHOOL OF OPEN LEARNING
(CAMPUS OF OPEN LEARNING)
UNIVERSITY OF DELHI
DELHI-110007.

PROFORMA OF APPLICATION FOR HOME TRAVEL CONCESSION/LEAVE TRAVEL CONCESSION.

Name of the Employee _____

Date of Appointment _____

A. Details of family for which concession is proposed to be claimed :-

S.NO.	NAME OF FAMILY MEMBERS	AGE	RELATION WITH THE EMPLOYEE CONCERNED
1.	S E L F		
2.			
3.			
4.			
5.			
6.			
7.			
8.			

B. Home Town/Place of visit and the nearest Railway Station. : _____
: _____

C. Distance in Kms. from Delhi to Home Town/place of visit (nearest Railway Station and from Railway Station to Home Town/place of visit): _____
: _____

D. Route for Travel : _____

E. DECLARATION :

I hereby declare that the members of my family i.e. wife/husband, children, parents, sisters (unmarried/widowed) and minor brothers as mentioned above for which leave travel concession is being claimed are wholly dependent on me and are residing with me at the following address :-

FURTHER : I hereby submit documentary evidence in the shape of _____ in support my statement that the above members of my family are residing with me at the above address.

Dated : _____

SIGNATURE OF THE EMPLOYEE

NOTE The concession is admissible during regular leave and vacations but excluding casual leave and duty leave. The period of the leave taken and or vacation should not ordinarily be less than 15 days. In case the concession is intended to be availed of by the employees for himself during the period other than vacations, the nature of leave applied or granted should be indicated.