

**SCHOOL OF OPEN LEARNING (CAMPUS OF OPEN LEARNING) UNIVERSITY OF DELHI
DELHI - 110 007**

FORM FOR LTC/HTC ADVANCE

Name	
Designation	
Section	
Telephone No.	
Basic Pay	
Whether Permanent/Temporary Employee	
Employee Code	
Date of Joining in SOL	
Date of Retirement	
Home Town as per service record	
Block year for which LTC Applied for	
Block year for which last LTC was availed	
Nature of Leave and Leave applied for	Casual Leave/Earned Leave for _____ days From _____ to _____
Date of Departure for Journey _____	Date of Return from Journey _____
Place of visit in case of availing All India LTC/HTC	
Mode of Journey	

Signature of the Employee
(With date)

CERTIFICATE

(Please strike out, which is not applicable)

1. I _____ (name) and the following members of my family are proceeding on LTC to _____ (place) which is my home town as recorded in my service document/place of visit other than home town.
2. My family members as details given below are proceeding on LTC to _____ which is my home town as recorded in my service documents/place of visit other than home town.
3. Nearest Railway station to the place of farthest destination is _____.
4. Nearest Bus Station to the place of destination is _____.
5. Nearest Air Port to the place of destination is _____.
6. I have duly completed one year or more service.
7. No other LTC advance is pending against me.
8. My parents/family members/unmarried sisters/minor brothers for whom I am availing LTC are permanently residing with me and are wholly dependent on me.
9. My spouse/any members of the family for whom I am availing LTC is not availing LTC from any other source in respect of whom I am availing now.

Cont.....2/-

Details of Family Members

S.N	Name	Relationship	Age

UNDERTAKING

1. I undertake to produce copies of the tickets of onward/return journey within Ten days of the drawn of advance.
2. I undertake to submit the settlement claim within one month of completion of the return journey.
3. I undertake to give prior intimation to the office for the change of leave/destination.
4. I undertake to return the amount advance in case I could not proceed on LTC within one month of the date of departure/could not complete my return journey with in three months.
5. I will follow the instruction as laid down by the University of Delhi.

Note: A claim of LTC concession should be submitted within 3 months of completion of the return journey, if no advance, had been drawn, otherwise the claim shall forfeit.

Where advance has been taken the claim should be furnished within one month of completion of the return journey.

If the claim is not submitted within prescribed time, the advance if drawn will be recovered along with penal interest at 2% over GPF interest rate from the date of drawal of the advance and it will be recovered in one lumpsum.

If the advance is not fully adjusted in the claim submitted within stipulated time, the unutilized advance will be recovered with interest at a rate 2% over GPF interest rate, from the date of drawal of the advance to the date of recovery.

Signature of Applicant _____
Name and Designation _____
Section _____

VERIFICATION BY THE ESTABLISHMENT SECTION

Certificate that I have thoroughly verified the details furnished by the applicant with his service documents and found correct. The applicant has been sanctioned Earned Leave/Casual Leave for _____ (days) from _____ to _____.

Assistant Registrar (Estab.)

Section Officer (Estab.)