



DELHI TECHNOLOGICAL UNIVERSITY

APPLICATION FOR LTC ADVANCE

1.	Name of the official (In Block Letters)			
2. (a)	Designation with Deptt./Branch			
(b)	Permanent or Temporary			
3. (a)	Pay in Pay Band with PB			
(b)	Academic Grade Pay/Grade Pay			
4.	Date of Joining			
5.	Particulars of LTC (last availed)			
(a)	Block year			
(b)	Home Town/ All India please specify place also			
6.	Place of Home Town as declared in the Service Records			
7.	Block year for which LTC is proposed to avail			
8.	Whether avails CL or EL (Nature of leave to be mentioned) Application of the leave/or sanction order of leave be also attached.			
9.	Whether LTC advance already taken has been settled in full or pending settlement, date of settlement of the previous case.			
10.	Place of visit (Farthest poin)			
11.	Proposed date of onward journey			
12.	Probable date of return journey			
13.	Particulars of the family members availing the facility			
S. No.	Name	Age/DOB	Relationship	Whether dependent
14.	Class of accommodation proposed to be availed in the Railway journey			
15.	Amount of advance required, it should not exceed 90% of the fare			
16.	The office in which the spouse of the employee is employed			
17.	If the spouse is eligible for LTC or similar concession from his employer, whether declaration has been given that he/she will not claim LTC for himself/herself and family, from his/her office.			

Signature : _____

Designation : _____

Remarks of HOD/Branch In charge

Signature