

JESUS AND MARY COLLEGE, CHANAKYAPURI, NEW DELHI-21.

APPLICATION FOR LEAVE TRAVEL CONCESSION (pf Advance)

1. Name (Block Letters).....
2. Designation
3. Date of appointment
4. Home/Town/Place of visit.....
5. Nearest station.....Approx.distance.....
6. For Block year (2 year block/4 year block) 19 and 19
7. Particulars of family members:
- | | <u>NAME</u> | <u>AGE</u> | <u>RELATIONSHIP</u> |
|-----|-------------|------------|---------------------|
| (1) | | | |
| (2) | | | |
| (3) | | | |
| (4) | | | |
| (5) | | | |
| (6) | | | |
8. Basic Pay.....Entitlement of class First/Second
9. Advance required Rs.....
10. Advance payable : Total fare to and from Rs.....
- Admissible claim Rs.....
- Advance payable 90% Rs.....

Signature of employee

S.O. ADMINISTRATION

TO BE FILLED BY ACCOUNTS BRANCH

Passed for Rs..... (Rupees.....)

Debit Head,.....

S.O. Accounts

BURSAR

PRINCIPAL

Paid by cheque No..... Date.....

Received Rs..... (Rupees.....)

Signature of the Receiptant