



JESUS & MARY COLLEGE
(UNIVERSITY OF DELHI)
Chanakyapuri, New Delhi – 110 021



Application Form for LTC Claim

1. Name of the Employee _____
2. Designation _____ Department _____
3. Home Town as recorded in the service book _____
4. Block year for which L.T.C. is to be availed _____
5. Destination (Specify the exact place of visit), DELHI - _____ - DELHI
6. Proposed Date for Outward Journey _____
7. Proposed Date for Inward Journey _____
8. Persons in respect of whom L.T.C. is proposed to be availed

S.No.	Name	Age / D.O.B.	Relationship

9. Whether claiming 90% Advance or not (YES/NO) _____
10. Whether claiming leave encashment or not (YES/NO) _____
11. If yes, then specify No. of days requested (Max. 10 Days) _____

I declare

that the particulars furnished above are true and correct to the best of my knowledge. I undertake to produce the tickets for the outward journey within ten days of receipt of the advance.

In the event of cancellation of the journey or if I fail to produce the tickets within 10 days of the receipt of the advance, I undertake to refund the entire advance in one lumpsum.

DATED _____

(Signature of the Applicant)

(FOR OFFICE USE ONLY)

The applicant is eligible for L.T.C. under the Rules for the Block / Calendar Year _____

(DEALING HAND)

Name _____

Date _____

(SECTION OFFICER (ADMN.))

Name _____

Date _____

(PRINCIPAL)