



SHYAM LAL COLLEGE, SHAHDARA, DELHI-110032
(University of Delhi)

Application for Leave Travel Concession/Home Travel Concession
(For Advance)

1. Name (IN BLOCK LETTERS) _____
2. Designation: _____ Department _____
3. Home town address/place of visit: _____

4. Pay Scale : Rs. _____
5. Basic Pay Rs. _____
6. Nearest Station _____ (approx. distance _____ kms)
7. For block year : (_____ and _____)
8. Particulars of family members (if applicable)

S.No.	Name	Age	Relationship	Earning /Nonearning
1.				
2.				
3.				
4.				
5.				
6.				

9. Entitle of class first / second : _____

10. **Advance required :**

Total fare upto home/place of visit :

Rs. _____

Admissible claim

Rs. _____

Advance payable 90% of admissible claim

Rs. _____

11. Date of Journey : _____

Signature of the employee

Official remarks: _____

S.O.(A/cs)

Bursar

Principal