



St. Stephen's College

INTIMATION FOR LTC/HTC AND APPLICATION FOR GRANT OF ADVANCE

1. Name Designation & Department.....
2. Date of Appointment..... Basic Pay/ Grade Pay.....
3. Nature of Leave/Vacation applying for/sanctioned.....
4. Declared Home Town.....
5. Proposed place of visit.....
6. Block year of the proposed LTC/HTC.....
7. Dates of outward / return journey for which LTC/ HTC is proposed to be availed.....
8. Whether spouse is employed, where LTC facility is available.....
9. Amount of entitled single rail fare, by shortest route/airfare (Note: For air fare please mention clearly the name of Airline).....
10. Family members for whom LTC/HTC is proposed to be claimed :-

S.No.	Name	Age	Relationship

(Note: Bill with additional name if any, will not be entertained, unless travelling separately for which separate intimation should be submitted,)

11. Amount of advance applied for Rs.

(Note : Applicant is requested to ascertain the prevailing rule regarding adjustment etc. of advance amount before applying for advance)

Declaration /Undertaking

1. I declare that the particulars furnished above are true and correct to the best of my knowledge.
2. I undertake to furnish copies of tickets etc within ten days of receipt of the advance (original to be produced for verification)
3. In the event of cancellation of the journey, or if I fail to furnish the tickets etc, within ten days, I undertake to refund the entire advance in one lump sum.
4. I undertake that the outward journey will be performed by me (in case advance drawn for Air travel **within one month** and in case advance drawn for railway travel **within 65 days** from the date of advance drawn) failing which it will be my responsibility to refund the money to the College within the prescribed time.
5. I undertake to submit the LTC/HTC bill within one month from the date of return journey (in case of advance drawn) and within three months (in case advance is not drawn) to the Office. If not, outstanding advance will be recovered in one lump sum. Further penal interest (2% over existing GPF interest) on the entire advance will be chargeable to me.
6. I certify that as of date I have rendered a minimum of continuous 1 year of service.

(When claim is submitted within stipulated time but unutilized portion of advance is not refunded, interest is chargeable on that amount at 12% from the date of drawl to the date of recovery or as per rule.)

Date :

Signature of the Applicant

FOR OFFICE USE ONLY

Entries/Entitlement checked Amount of Advance admissible Rs.....
and found correct/not correct

Checking remark by SO (Adm)
Signature with date

Checking remark by SO (Accts)
Signature with date

Signature of A.O

Signature of Bursar

Sanction Order

Date :

Principal

Note for A/C Section : Before the voucher/cheque is prepared an entry shall be made of the advance in the Advance Register and page number recorded here with signature of the concerned official.