

UNIVERSITY COLLEGE OF MEDICAL SCIENCES
(UNIVERSITY OF DELHI)
DELHI-110095

MC/ESTAB/ /PF

Dated: _____

Subject : **APPLICATION FOR DRAWAL OF ADVANCE FOR AVAILING LEAVE TRAVEL CONCESSION/HOME TOWN CONCESSION**

The Principal,
UCMS & GTB Hospital
Delhi-110095

Dear Sir,

I am applying for LTC/HTC advance of myself and my family members dependant upon me for the Block year _____. The application form duly completed is enclosed.

I propose to avail of the 'LTC/HTC' during the period from _____ to _____ for which I got my leave recommended from the Head of the Deptt. /Section

As provided under the rules, I will refund the advance if the journey is not commenced with 30 days of the drawal of advance. In case of reservation, I will submit a reservation receipt with 10 days from the drawal of the advance in token of the utilization of the advance amount towards the purchase of Railway Ticket

Yours faithfully,

(_____)
Signature of Employee

Name (in Block Letters)

Deptt./Section

Encl:- As above

Note : In case of teaching staff, wherever necessary, the period of vacation may be given in place of leave period. In this case, permission for availing the vacation period should have been obtained from the Head of the Department concerned

Forwarded with the remarks that the above leave for the purpose of LTC/HTC has been recommended

HEAD OF THE DEPTT. /SECTION

The Principal
UCMS
Delhi-110095

Through the Head Deptt. /Section _____ UCMS

Sir,

I wish to avail LTC/HTC for the block year _____ to visit _____
_____ (city)

Besides me, the following members of my family would be accompanying me on the LTC/HTC

Sl.No.	NAME	AGE	RELATIONSHIP
1.			
2.			
3.			
4.			
5.			
6.			
7.			

I am aware of the LTC/HTC Rules and I undertake to abide by the same I have applied leave for the purpose separately.

Yours faithfully,

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SIGNATURE OF THE EMPLOYEE

Name: _____

Designation: _____

Deptt./Section: _____

Dated: _____

“The Term” Family shall be in terms of SR, 2 (B)

FOR OFFICE USE

ASSTT. REGISTRAR (ESTAB.)

JOINT REGISTRAR

PRINCIPAL