

# HANS RAJ COLLEGE, DELHI

## APPLICATION FOR SANCTION OF ADVANCE FOR LEAVE TRAVEL CONCESSION / HOME TRAVEL CONCESSION

1. Name (Block Letters) \_\_\_\_\_
2. Designation \_\_\_\_\_ Section/Department \_\_\_\_\_
3. Date of Appointment \_\_\_\_\_ 3(a) Date of Birth \_\_\_\_\_
4. i) Home Town \_\_\_\_\_  
ii) Place of Visit \_\_\_\_\_ Date of Journey (Prop.) \_\_\_\_\_
5. Nearest Rly. Station/Airport \_\_\_\_\_
6. Concession availed (if any in the current block year) \_\_\_\_\_
7. i) Whether the employee would also be availing the concession or only his family members would avail it. In the former case whether leave has been sanctioned?

ii) Particulars of family members who propose to avail the concession :

Name	Age	Relationship with the Employee
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1)

2)

3)

4)

5)

6)

8. Basic Pay \_\_\_\_\_

1. Entitlement of Class (Railway) A.C. II Tier First /Second

2. Advance required Rs. \_\_\_\_\_

3. Railway fare from Delhi to \_\_\_\_\_ No. of fares admissible \_\_\_\_\_

4. Rly/Bus fare and the class in which the employee would travel \_\_\_\_\_

5. Total claim admissible @ 90% \_\_\_\_\_

6. Total fare up to home town/place of visit and back Rs. \_\_\_\_\_

Admissible claim Rs. \_\_\_\_\_

Advance payable i.e. 90% of admissible claim Rs. \_\_\_\_\_

It is certified that I have rendered the account of the previous advance of Rs. \_\_\_\_\_

drawn on \_\_\_\_\_ within the stipulated period.

7. Tickets must be submitted to this office (Administration) within 10 days of the withdrawal of advance.

\_\_\_\_\_  
Signature of the employee

\_\_\_\_\_  
Bursar

\_\_\_\_\_  
Principal

**(To be filled by the Establishment Branch)**

1. Entitlement to the concession for the employee and his family members for the block year \_\_\_\_\_, verified.

2. Necessary entries made in the service book.

3. His home town as stated in the service Book is \_\_\_\_\_

4. Certificate regarding rendering of accounts- of the previous advance within the stipulated period has been verified.

**Section Officer (Accounts)**

**(To be filled by Finance Branch)**

Passed for Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_)  
Sr. Asstt.

**Sr. Asstt.**

**Section Officer (Accounts)**

**Principal**

Paid by

Cheque No. \_\_\_\_\_ Dated \_\_\_\_\_

**(for payment in cash) Received Rs. \_\_\_\_\_**

**Sr. Asstt.**

**Section Officer (Accounts)**

**Principal**

*(for payment in cash)*

Received Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_)

**Signature of the Recipient**