

RAM LAL ANAND COLLEGE

Benito Juárez Road, New Delhi -110021

LEAVE TRAVEL CONCESSION ADVANCE FORM

1. Name of the Employee Block year 20 to 20
(In block Letters) (Extended upto December 20)
2. Designation Home Town Address or Place of visit
3. Date of appointment
4. Basic pay Rs.
5. Entitlement of Rly. Class
6. Concession availed if any,
for the block years

Details of family members who will Travel :

Distance by the shortest route from Delhi / New Delhi
to Home Town / Place of visit.....Kms.

<u>Name</u>	<u>Age</u>	<u>Relationship</u>	<u>Ticket No. if any</u>
1.....
2.....
3.....
4.....
5.....
6.....
7.....
8. Basic Pay.....			
9. Advance required : Rs.....			

I hereby undertake to inform the College positively within 14 days from the receipt of the advance regarding the purchase of Railway tickets etc. and their numbers, failing which you are requested to adjust the amount from my Salary for the current month and if necessary from my further salary bills till the amount is fully recovered.

Signature of Employee

FOR OFFICE USE ONLY

Admissible amount of advance : Rs.
(90% of the total fare)

Prepared

Checked

Verified

Passed

Sr. Asstt.

S.O. A/C

A.O.

Bursar

Principal