

# SHAHEED BHAGAT SINGH COLLEGE

SHEIKH SARAI, PHASE-II, NEW DELHI-110017

## Leave Travel Concession Bill

### PART A

Date of submission of claim \_\_\_\_\_

1. Name \_\_\_\_\_

2. Designation \_\_\_\_\_

3. Department \_\_\_\_\_

4. ScalPay \_\_\_\_\_ AGP/GP \_\_\_\_\_

5. Home Town \_\_\_\_\_

6.. Place of Visit \_\_\_\_\_

7. Nature of leave \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

8. Particulars of members of family in respect of whom the Leave Travel Concession has been Claimed:

S.NO.	Name(s)	Date of Birth	Relationship with the Employee

Singnature of employee

9. Details of journey(s) performed by Employee and the members of his/her family:

Date	Departure (From)	Arrival (To) x	Distance in km	mode of travel Bus/train/Air	Class of Accommodation used	Ticket No.	Fares Paid		Remarks
							Rs.	P.	

10. Amount of advance, if any, drawn ...Rs.

11. Particulars of journey(s) performed by road between places connected by Train/Bus :

Date	Name of places		Class to which entitled	Train/Bus fare Rs.
	From	To		

CERTIFIED THAT-

1. The information as given above is true to the best of my knowledge and belief;
2. That my husband/wife is not employed in Government service/that my husband/wife is employed in Government service and the concession has not been availed of by him/her separately for himself/herself or for any of the family members for the concerned block of years \_\_\_\_\_ to \_\_\_\_\_;
3. That my husband/wife for whom LTC is claimed by me is employed in \_\_\_\_\_ (name of the Govt.Deptt/ PSU/ Corporation/Autonomous Body, etc.), which provides Leave Travel Concession facilities but he/she not preferred and will not prefer, any claim in this behalf to his/her employer; and
4. That my wife/husband for whom LTC is claimed by me is not employed in any Public Sector Undertaking/Corporation/Autonomous Body financed wholly or party

by the Central Government or a Local Body, which provides LTC facilities to its employees and their families.

5. I have not submitted any other claim so far for Leave Travel Concession in respect of myself or my family members in respect of the block of two years 20\_\_ and 20\_\_
6. I have already drawn TA for the Leave Travel Concession in respect of a journey performed by me/my wife with \_\_\_\_\_ Children. This claim is in respect of the journey performed by my wife/myself with \_\_\_\_\_ children none of whom travelled with the party on the earlier occasion.
7. The journey has been performed by me/my wife children to the declared 'home town', viz \_\_\_\_\_

Date \_\_\_\_\_

Signature of employee

### Part B

[ To be filled in by the Establishment ]

1. Certified that necessary entries have been made in the Service Book of Mr./Ms./Dr. \_\_\_\_\_
2. That Mr./Ms./Dr. (name of the employee ) \_\_\_\_\_ has rendered continuous service for one year or more on the date of Commencing the outward journey.
3. That necessary entries as required under Para.3 of the Ministry of Home Affairs, O.M. NO.43/1/55-Ests.(A)-Part II, dated the 11<sup>th</sup> October, 1956, have Been made in the Service Book of Mr./Ms./Dr. \_\_\_\_\_

Dealing Asstt.

S.O.(Admn)

A.O.(Admn)

Principal

1. The net entitlement on account of leave travel concession works out to Rs. \_\_\_\_\_ ( Rupees \_\_\_\_\_ ) as detailed below-

(a) Railway/Air/Bus/Steamer fare passed Rs. \_\_\_\_\_

(b) Less amount of advance drawn Rs \_\_\_\_\_ vide Vr. No. \_\_\_\_\_, dated \_\_\_\_\_  
Net Amount \_\_\_\_\_

2. The expenditure is debitable to \_\_\_\_\_

Dealing Asstt.

S.O.(A/c)

A.O. (A/c)

Principal