

13. Person in respect of whom LTC is proposed to be availed :

S. No.	Name	Age	Relationship	D.O.B

14. Certified that my wife/husband for whom LTC is claimed by me is employed in
(name of the Govt. Office / Public Sector Undertaking / Corporation / Autonomous Body, etc.) which provides Leave Travel Concession facilities but he / she has not preferred, and will not prefer, any claim in this behalf to his/her employer.

15. Amount of advance required (along with proof) Rs.

I declare that the particulars furnished above are true and correct to the best of my knowledge. I undertake to produce the tickets for the outward journey within ten days of receipt of the advance.

In the event of cancellation of the journey or if I fail to produce the tickets within ten days of receipts of advance, I undertake to refund the entire advance in one lumpsum.

Date.....

Signature of the Employee

CHECK-LIST
(For use in Office)

1. Particulars in Cols. 1 to 13 verified

Dealing Assistant

S.O. (Admn.)

Principal

2. Amount entitled for reimbursement (Total fare up-to Home town / Place of visit and back)

3. Advance required (if any) Rs.

4. Advance admissible (90% of amount)

Passed for Rs. (Rupees.....)

Debit Head

Dealing Assistant

S.O. (A/c)

Principal

9. Amount of advance, if any, drawn Rs.
10. Particulars of journey (s) for which higher class of accommodation than the one to which Government servant is entitled, was used. (Sanction No. & Date to be given).

Place		Mode of Conveyance	Class to which Entitled	Class by which actually traveled	No. of Fares	Fare Paid
From	To					

11. Particulars of journey (s) performed by road between places connected by rail :

Name of Place		Class to which entitled	Rail fare
From	To		Rs.

Certified that the :-

- Information, as given above is true to the best of my knowledge and belief; and
- Certified that my husband/wife for whom LTC is claimed by me is employed in
.....(name of the Govt. Office / Public Sector Undertaking / Corporation Autonomous Body, etc.) which provides Leave Travel Concession facilities but he / she has not preferred, and will not prefer, any claim in his behalf to his/her employer.

Signature of Government Servant

Date.....

Certified that necessary entries have been made in the Service Book of Shri/Shrimati/Miss.....

Earned Leave Encashment.....

Leave Debited at.....

Balance at Credit.....

Dealing Asst.

S.O. (Admin.)

Administrative Officer

PART-----B

(To be filled in the Bill Section)

- The net entitlement on account of leave travel concession works out to Rs. as details below
 (a) Rail/Air/Bus/Steamer fare Rs.....
 (b) Less amount of advance drawn vide Voucher No. dt. Rs.....
Net Amount Rs.
- This expenditure is debit-able to

Dealing Asst.

S.O. (A/c)

Bursar

Principal

SWAMI SHRADDHANAND COLLEGE

(UNIVERSITY OF DELHI)

ALIPUR, DELHI- 110036

1. Certified that 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 year..... and.....
2. Certified that I have already drawn T.A. 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 my wife/myself with..... children
..... children none of whom traveled with the party on the earlier occasion.
3. Certified that I have not already drawn T.A. for the Leave Travel Concession in respect of a journey performed by me/my wife with.....children.....
children none of whom availed of the concession relating to that block.
4. Certified that I have already drawn T.A. for the Leave Travel Concession in respect of a journey performed by me in the year.....in respect of block of two years.....
and.....This claim is in respect of the journey performed by me in the year.....This against the concession admissible once every year in a prescribed block for visiting home town as all the members of my family are living away from my place of work.
5. Certified that the journey has been performed by me/my wife with..... children/
..... children to the declared home-town viz.....
6. Certified 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 him/her separately for himself/herself or for any of the family members for the concerned block of two years.
7. Certified that my wife/husband for whom LTC is claimed by me is employed in.....
.....(name of the Govt. Office/ Public Sector Undertaking/ Corporation/ Autonomous Body, etc.)
which provides Leave Travel Concession facilities but he/she has not preferred, and will not prefer, any claim in this behalf to his/her employer.

SIGNATURE OF THE EMPLOYEE