

**Bhaskaracharya College of Applied Science
(University of Delhi)
Sector-2, Dwarka, New Delhi-110075**

LEAVE TRAVEL CONCESSION BILL FOR THE BLOCK YEAR _____ - _____

1. Name2. Designation & Department.....
2. Date of Joining the present post 4. Pay Band & Grade Pay Rs.....
5. Place of Visit/Address visited.....
6. Nearest Railway Station/Airport.....
7. Nature and period of leave sanctioned: Nature of Leave..... From..... To.....

8. Particulars of members of family in respect of whom the LTC/HTC has been claimed

S.No	Name	Age	Date of Birth	Relation	Address of the office, if any
1.					
2.					
3.					
4.					
5.					
6.					
7.					

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9. Details of Journey(s) performed by Government servant and the members of his/her family. Attach original receipts/tickets, boarding pass. If required, please attach another sheet showing the detail of journey

Departure Station & Date	Arrival Station & Date	Distance in Km	Mode of travel	Class of accommodation used	No. Of Fares	Ticket No./PNR No.	Fares paid (Rs.)	Remarks

10. Total amount Claim: Rs.....11. Amount & Date of Advance, if any drawn.....

12. Net Amount claim Rs.....

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

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

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Certificate to be given by the College Employee

I _____ **certify that:**

1. The information as given above is true to the best of my knowledge and belief.
2. That my wife/husband 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 only of the family members for the concerned block years.....to.....
3. That my wife/husband for whom LTC/HTC is claimed by me is employed in.....
(name of the Public Sector Undertaking/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.
4. That my wife/husband for whom LTC/HTC is claimed by me is not employed in any Public Sector Undertaking/Corporation/Autonomous Body financed wholly or partly by the Central Government or a Local Body, which provides LTC/HTC facilities to its employees and their families.
5. In the event of any change in the particulars above which effect my eligibility for reimbursement of LTC/HTC, I undertake to intimate the same promptly and also refund excess payment, if any made.
6. I have not submitted any other claim so far for Leave Travel Concession in respect of my self or my family members in respect of the block year of two years-.....
7. 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.
8. The journey has been performed by me/my wife with children to the declared 'home town', viz

Encl:

Dated :

Signature

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Certificates to be given by the Controlling Officer

Certified that

1. Shri/Shrimati/kumari (name of Government servant) has rendered continuous service for one year or more on the date of commencing the outward journey.
2. Necessary entries as required under Para 3 of the Ministry of Home Affairs, O.M. No. 43/1/55 Estt. (a) Part-II dated 11th October 1956 have been made in the Service Book of Shri/Shrimati/Kumari

Assistant

Section officer

Principal

To be filled in by the Accounts Section

1. The net entitlement on account of Leave Travel Concession works out of Rs
(Rupees) as detailed below :
 - a. Railway/Air/Bus/Steamer Fare
 - b. Less amount of advance drawn vide Vr. No. Date.....
 - c. Net Amount Rs.
2. The expenditure is debitable to

Assistant

Section officer

Bursar

Principal