

RAMJAS COLLEGE: DELHI

LEAVE TRAVEL CONCESSION/HOME TOWN CONCESSION
FOR THE BLOCK YEAR TO

PART-A

1. Name 2. Designation
3. Name of the home town and district
4. Name of the nearest Rly. Station
5. Nature and period of leave sanctioned:
Nature of leave from to
6. Particulars of members of family in respect of whom the L.T.C./H.T.C. has been claimed:

Sl. No.	Name (s)	Age	Relationship with the applicant
1.
2.
3.
4.
5.
6.
7.

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

Departure	Arrival	Dist. in Km.	Mode of travel	Class of Accommodation used	No. of fares	Fare paid		Remarks
						Rs.	P.	

8. Amount of Advance, if any drawn Rs.

9. Particulars of journey(s) for which higher class of accommodations than the one of which applicant is entitled, was used (Sanction No. and date to be given)

PLACE		Mode of Conveyance	Class to which actually travelled	Class by which	No. of Fares	Fare paid	
From	To					Rs.	P.

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

Name of Places		Class to which entitled	Rail Fare	
From	To		Rs.	P.

CERTIFIED THAT:

- The information as given above is true to the best of my knowledge and belief; and
- That my husband/wife is not employed in Government, University service/that my husband/wife i.e. employed in Government, University service and the concession has not ben availed of by him/her separenely for himself/herself or for any of the family members for the concerned block of year ____
_____ to _____

Date:

Signature of Applicant

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PART-B

1. The net entitlement on account of leave travel concession/home town concession worked out to Rs.

(Rupees

(a) Railway/Air/Bus/Steamer fare Rs.

(b) Less Amount of advance drawn
vide Vr. No. dated Rs.

Net Amount:-
.....
.....

2. The expenditure is debitable to

Bill Clerk
(Initial)

Drawing and Disbursing
Officer (Signature)

Countersigned

Controlling Officer
(Signature)

Certified that necessary entries have been made in the service book of Shri./Smt./Kum.
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(Signature of the Officer authorised
to attest entries in the service book)