

RAM LAL ANAND COLLEGE

Benito Juarez Road, New Delhi -110021

CLAIM FOR LEAVE TRAVEL CONCESSION

1. Name of the Employees (Block Letters) Block year 20..... 20
- Home Town (Address) or Place or visit.....
2. Basic pay Rs.
3. Entitlement of the Class Rly.
4. Designation..... Nearest Railway Station

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

Details of family members who travelled :

<u>Name</u>	<u>Age</u>	<u>Relationship with the employee</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____

Details of Journey forward from 1	Return to 1 (a)	Mode of Journey Rail/Bus 2	Ticket No(s) Receipt No(s) with date 3	Total Amount 4	Remarks if any 5

Date of Departure _____

Date of arrival _____

Total claim Rs.

Less advance Rs.

Net amount payable Rs.

(Certificate are given on the back).

Signature of the Employee

(TO BE FILLED BY FINANCE BRANCH)

Debit Head

Passed for Rs.

5

CERTIFICATES TO BE GIVEN BY THE CONTROLLING OFFICER :

Certified that:

- (1) Dr./Shri./Mrs./Miss/ (Name of the Employee).....
has 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. 43/11/55- Ests. (A)
Part II. dated the 11th October, 1956 have been made in the Service Book of
Shri/Dr./Mrs./Miss.....

(S.O. ACCOUNTS)

PRINCIPAL

CERTIFICATE TO BE GIVEN BY THE COLLEGE EMPLOYEE

I have already drawn T.A. Faniash.

- (i) 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..... to 20.....
- (ii) I have already drawn T.A. for the Leave Travel Concession in respect of the journey performed by my wife with children. This claim is in respect of the journey performed by my wife myself with..... Children. None of them travelled with the party on the earlier occasion.
- (iii) The journey has been performed by me/my wife with children to the declared home town viz.
- (iv) That husband/wife is not employed in University or elsewhere. That my husband/wife is employed in University or in and the concession has not been availed of by him/her separately or himself/herself or for any of the family members for the concerned block of two years.
- (v) I certify that my permanent home town is
- (vi) I also certify that I travelled by the shortest route of my home town.

SIGNATURE OF THE COLLEGE EMPLOYEE