

LAKSHMIBAI COLLEGE
(UNIVERSITY OF DELHI)

**Application for claiming reimbursement of Travelling Expenses regarding
Home Town Concession/Leave Travel Concession**

1. Name _____
2. Designation _____
3. Present Pay and Dearness Pay, if any _____
4. Date of Entry in College/University Service _____
5. i) Home Town as declared under the rule _____
ii) Nearest Railway Station to the Home Town (if not connected by Rail _____
6. Place of visit if it is an All India Tour _____
7. When was the concession last availed off.
(Please give here the date of outward journey _____)
8. Period and nature of Leave _____
9. Date of application in which the Principal was informed of the intention of availing of LTC _____
10. Period of Block years for which claim is submitted _____
11. Members of family, including self with their respective relationship with the University/College employee for whom the concession is sought.

S.No.	Name	Relation with the Employee	Age
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Note : Claim will not be admitted if all the information required in this form are not supplied and forms completely filled in.

P.T.O.

Certificate to be Given by the Employee

1. I have not submitted any other claim so far leave Travel Concession in respect of myself or my family members in respect the Block of the year 20 _____ and 20 _____
2. I have drawn/not already drawn T.A. for the leave Travel concession in respect of the journey performed by me/my wife with _____ children _____ children in respect of the Block of four years 200 _____ and 200 _____. This claim is in respect of the journey performed by me wife/Husband/parents/myself and only _____ children none of whom availed of the concession relating to that block.
3. This claim is in respect of the journey performed by me in the block year 20 _____. This is against the concession admissible one 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;
4. The journey has been performed by me/my wife with _____ children _____ to the Home Town already declared by me.
5. That my husband/wife is not employed in Govt. Service/University Service.

That my husband/wife is employed in Govt. Service/University service and the concession has not been availed or being availed of by him/her separately for myself/herself or for any of the family members for the block years for which I am the block years for making this claim.
6. Certified that :
 - i) The particulars regarding distance, fare, mode of journey and other informations of the above, claim is correct to the best of my knowledge.
 - ii) My wife/husband/parents/is/are wholly dependent and residing with me.
 - iii) Prior permission for availing LTC was taken.
 - iv) LTC to visit any place in India for Block year _____ has been availed/claimed in this bill.

Signature of the Employee

Dated _____

CERTIFICATE TO BE GIVEN BY THE CONTROLLING OFFICER/PRINCIPAL

Certified:

1. That Shri/Smt./Kumari (Name of the employee) _____

has rendered continuous service for one year or more on the date of commencement of the outward journey.

2. That necessary entries as required under para 3 of the M/c Home Affairs O.M.No. 43/155-Esis. (A) Part-II dated the 11th October, 1956 have been made in the service book as Shri/Smt./Kumari _____

SECTION OFFICER

PRINCIPAL

(FOR THE USE IN THE ACCOUNTS SECTION)

Calculation of claim

Total Amount of Claim

Rs. _____

Claim admitted for

Rs. _____

Less : Advance taken

Rs. _____

Net Amount payable

Rs. _____

Dealing Assistant

S.O. (Accounts)

Passed for payment for Rs. _____

(Rupees)

Bursar

PRINCIPAL

CERTIFICATE TO BE GIVEN BY THE CONTROLLING OFFICER/SECTION OFFICER

Class of Accommodation on/Railway by which class _____
 (a) Entitled _____ (b) Actually travelled _____

Particulars of travel such as place visited time of departure and the time of arrival at different places.

Departure					Arrival						
S.No.	Date	Time	Place Mode of Journey Train/Air/Bus (Mentior name also)	Ticket No. Receipt No.	Fare Per Ticket	Total Fare	Railway fare for entitled class	Total Fare entitled class	Date	Time	Place
(FOR THE USE IN THE ACCOUNTS SECTION) PRINCIPAL SECTION OFFICER											

Total Amount of Claim Rs. _____ Less : Advance Taken, if any Rs. _____ Net Amount Claimed _____

in Case the journey is performed through higher class of accommodation than the entitled class or through Air/Bus the claim will be restricted to the cost of entitled I/II class Railway fare. Please mention the cost of the entitled Railway fare per ticket and total amount of claim as under :

I/II Class Railway fare per ticket on entitled Class _____

Total fare for _____ ticket for entitled class _____

Certified that I and / or members of my family have actually travelled by the I/II class of accommodation for which concession has been claimed.

PRINCIPAL

Signature