

ZAKIR HUSAIN DELHI COLLEGE
(University of Delhi)

LEAVE TRAVEL CONCESSION/HOME TRAVEL CONCESSION FORM

For the Block of year.....To.....

PART-A

(To be filled in by the college Employee)

1. Name..... 2. Designation.....
 3. Pay..... 4. Block.....
 5. Nature and period of leave sanctioned:
 Nature of leave..... Form.....To.....
 6. Particulars of members of family in respect of whom the Leave Travel concession has been claimed:

S.No.	Name (s)	Age	Relation with the college employee

7. Details of Journey(s) performed by College Employee and the members of his/her family:

Departure	Arrival	Distance. In K.M	Mode of Travel	Class of Accommo. Used	No Of Fares	Fares Paid	Remarks

8.Amount Of Advance, if any drawn Rs. _____ on _____

9.Particularof journey (s) Performed by road between places Connected by rail:

PLACE	Mode of Convey.	Class to Which travel	Class by which actually Traveled	No..of fares	Fare paid
..... From To					

IT IS CERTIFIED THAT ALL THE CLAIMS IN THIS BILL
 ARE GENUINE AND NO FACT HAS BEEN CONCEALED
 THEREFROM, IF ANY AMOUNT WILL BE RECOVERABLE
 DUE TO VIOLATION OF RULES! WILL BE SOLE RESPONSIBLE

SIGNATURE

NAME

CERTIFIED THAT:

1. The informed as given above is true to the best of my knowledge and belief,
2. 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 by him/her separately for himself/herself or for any of the Family members for the concerned block of Years.....to.....:
3. That my husband/wife for whom L.T.C. 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 has not preferred and will not prefer,any claim in this behalf to his/her employer, And
4. That my wife/husband for whom L.T.C. 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 L.T.C. Facilities to its employees and their families.

Date_____

Signature of the College employee

Certified that necessary entries have been made in the Service book of Mr./Ms/Dr._____

PRINCIPAL

P A R T-B
(To be filled in by the Bill Section)

1. The net entitlement on account of Leave Travel Concession works out Rs _____
(Rupees)_____

As detailed below:-

- | | | | |
|-----|--|-----|-----|
| (a) | Railway/Air/Bus/Streamer Fare _____ | Rs. | Rs. |
| (b) | Less: Amount of advance drawn vide vr. No. _____
Dated _____ | | |

Net Amount Payable

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2. The expenditure is debitable to _____

(S.O. ACCOUNTS)

(BURSAR)

(PRINCIPAL)