

**RAMANUJAN COLLEGE, KALKAJI, NEW DELHI-110019
CLAIM FOR LEAVE TRAVEL CONCESSION**

CLAIM FOR HTC LTC

BLOCK YEAR 20__ - 20__

1 Name of the employee _____

Home Town _____
(Address) _____

2 Basic Pay _____

Place of Visit _____

3 Entitlement of the Class _____

Railway _____

Air _____

Nearest Rly. Station _____

Distance by the shortest route from Delh/New

Delhi to home town _____ Kms.

4 Designation _____

Date of Journey _____

5 Whether Leave Encashment already availed during this Block Year

YES / NO

Do you avail Leave encashment now YES / NO

Leave availed : EL/CL _____

Whether

Vacation YES/NO

Leave availed from _____ to _____

Details of family members who travelled :

Name	Age	Relationship with the employee
1		
2		
3		
4		
5		
6		

DATE OF JOURNEY		Mode of Journey rail/Air	Tickets No. (s) Receipt No. (s) with date	Total Amount Claimed
1	2			
Date	Station	AIR/BUS/TRAIN	3	4
	FROM	TO		
1				
2				
3				
4				
5				
6				

Certificates are given on the reverse

Total claim _____

Advance taken (if any)

Rs. _____

Net Payable _____

Signature of the Employee _____

PRINCIPAL

(TO BE BILLED BY FINANCE BRANCH)

Passed for Rs. _____

Debit Head _____

Asstt. Supdt. acctts.

Bursar

Principal

vide Cheque No. _____ dated _____

P.T.O

CERTIFICATES TO BE GIVEN BY THE CONTROLLING OFFICER

Certified that :

- 1 Shri/Smt/Kumari (Name of the University employee) _____
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. 43/11/55-Ests. (A)
Part II, dated the 11th October, 1956 have made in the Service Book of Shri/Shrimati/Kumari

Section Officer (Admn.)

Principal

CERTIFICATE TO BE GIVEN BY THE COLLEGE EMPLOYEE

- 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 year 20..... and
- ii) I have already drawn T.A. for the Leave Travel Concession in respect of the Journey performed by
my wife 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 my 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 or by him/her separately of himself/herself or for any of the family members for the

concerned block of two years.

(Signature of the College Employee)