



MOTILAL NEHRU COLLEGE

(University of Delhi)

CLAIM FOR LEAVE TRAVEL CONCESSION

Block Year which Concession Claimed.....

Home Town (Address).....

Place of Visit..... Nearest Railway Station.....

Distance by the shortest route from Delhi / New Delhi to home town.....

Place of Destination..... Kms.....

1. Name of Employee (Block Letters).....

2. Designation..... 3. Basic Pay Rs.....

4. Entitlement of the Class..... Rly.....

Details of family members who travelled:

Name	Age	M/F	Relationship with the Employee
1.			
2.			
3.			
4.			
5.			
6.			
7.			

Date of Journey 1	Details of journey Forward/Return From To 2 [a]	Mode of Journey Rail 3	Ticket No. (s) Receipt No. (s) With Date 4	Total Amount 5	Nett Claim 6	Remarks If any 7
Outward Dt.....						
InwordDt.....						

Certificates are given on the reverse

Total Claim Rs.....

Advance taken (if any)

Signature of Employee

[TO BE FILLED BY FINANCE BRANCH]

LTC/HTC Claim Checked & Passed for Rs..... Less Already Advanced Rs.....

Balance Payable / Recoverable Rs.....

Dealing Asstt.

Sr. Asstt.

S.O (A/c's)

A.O

Bursar

Principal

CERTIFICATES TO BE GIVEN BY THE CONTROLLING OFFICER:

Certified that:

[1] *Shri/Shrimati/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. E sts (A).

Part II, dated the 11th October, 1956 have made in the Service Book of Shri / Shrimati /
Kumari..... For a block of.....

S.O. (Admn.)

A.O.

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 years 200.....and 200.....

[ii] I have already drawn T.A. for the Leave Travel Concession in respect of the Journey performed by my
wife withchildren.

This claim is in respect of the journey performed by my wife myself with..... None of them
traveled 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 employed in University of elsewhere.

That my husband/wife is employed in University or in
and the concession has not been availed or by him/her separately or himself or for any of the family
members for the concerned block or two years.

(Signature of the College Employee)