

V.P. CHEST INSTITUTE
UNIVERSITY OF DELHI
DELHI—110007

CLAIM FOR LEAVE TRAVEL CONCESSION

1. Name of the employee : Block year
2. Basic pay : Home Town (Address) place of Visit
3. Entitlement of Class (Railway) First/ Second/ AC 2 Tier : Nearest Railway Station
4. Designation : Distance by the Shortest route from Delhi/New to Home Town.....Kms

5. Details of Family members who traveled

Sr. No	Name	Age	Relationship with t Employee
1			
2			
3			
4			
5			

Date of journey	Details of Journey/Return		Mode of journey/ Rail/Road/Sea	Total Amount	Net Claim
	From	To			

Certificates are given on the reverse

Total Claim Rs.....

Advance drawn on _____ vide cheque No _____ dt _____ /Cash on _____ (if any)

Advance taken if any Rs.....

Net Payable Rs.....

Balance Amount Rs

(Signature of the employee)

Counter Signature

TO BE FILLED BY ACCOUNT BRANCH

Paid Vide Cheque No

Passed for Rs ----- (Rupees)

Date:

Debit Head -----

CERTIFICATES TO BE GIVEN BY THE CONTROLLING OFFICER

Certified that

1. Shri/Smt./ Kumari (Name of the employee)..... has rendered continuous service for one year or more on the date of concerning the outward journey.
2. *Necessary entries as required under Para 3 of the Ministry of Home Affairs CM No. 43/11/55 Rate (a) Para II dated 11th October 1956 have been made in the service Book of Shri/Smt./Kumari.....

(Signature of the Controlling officer)

CERTIFICATES TO BE GIVEN BY THE EMPLOYEE

- 1 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..... and
- 2 I have already drawn T.A. for the leave Travel Concession in respect of journey preferred by me/my wife with children's. This claim is in respect of the journey performed by my wife myself with children name of them traveled with the party on the earliest occasion.
- 3 That my husband/wife is no employed in VPCI / University or elsewhere.
- 4 That my wife is employed in VPCI/ University or in and the concession on has not been availed of by him /her separately or himself/herself for any of the family members for the concerned block of two years.

(Signature of the employee)

