KIRORI MAL COLLEGE, DELHI-110007

(University of Delhi)

CLAIM FOR LEAVE TRAVEL CONCESSION

1. Name of the Employee ..... Block Year .....
   (In Block Letters) Entitlement
2. Designation ..... Class Rly. .....
   ..... Home Town / Place
3. Department ..... Scale of Pay ..... of visit .....
4. Nature of Leave sanctioned ..... Distance .....Kms.
5. Particulars of members of family in respect of whom the L.T.C. has been claimed :

S.No.	Name (s)	Age	Relationship with Govt. Servant
1.	.....	.....	.....
2.	.....	.....	.....
3.	.....	.....	.....
4.	.....	.....	.....
5.	.....	.....	.....
6.	.....	.....	.....
7.	.....	.....	.....

6. Details of journey performed by Govt. servant & his family members :

Details of journey Forward/Return	Mode of travel Rail/ Bus/Air	Class of Accomodation	Ticket Nos/ Receipt Nos. with Dated	Total Amount Rs.
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....

Total Claim : .....
..... Less : Advance taken (–) .....
(Signature of the Employee)
Dated ..... Net Payable : .....

(To be filled in by the Accounts Department)

7. Passed for Rs. .....(Rupees .....)
   Debit Head : LTC/HTC A/c. in favour of .....

ACCOUNT ASSTT. S.O. (A/CS) A.O. BURSAR PRINCIPAL

8. Paid Rs. ..... Vide Cheque No. ..... Dated .....

SECTION OFFIVER (A/CS) A.O. BURSAR PRINCIPAL

9. Received a cheque for Rs. ..... (Rupees .....
   .....)

(Signature of the Employee with Revenue Stamp)