

SRI AROBINDO COLLEGE  
UNIVERSITY OF DELHI  
MALVIYA NAGAR NEW DELHI-17

CLAIM FOR LEAVE TRAVEL CONCESSION /HOME TRAVEL CONCESSION

BLOCK YEAR 200\_\_20\_\_

1. Name of the Employee (block Letters) \_\_\_\_\_ Home Town (Address) \_\_\_\_\_  
2. Basic Pay Rs. \_\_\_\_\_ 3. Entitlement of Class (Railway): I/II Place of Visit \_\_\_\_\_  
3. Designation \_\_\_\_\_ Nearest Railway Station \_\_\_\_\_  
(i) Self Travelled \_\_\_\_\_ Distance by the shortest route from Delhi/New  
(ii) Details of family members who travelled: \_\_\_\_\_ Delhi to Home Town/Place of Visit \_\_\_\_\_ Kms.

S.No.	Name	Age	Relationship with the Employee	Date of Birth
1.				
2.				
3.				
4.				
5.				
6.				
7.				

*Handwritten signature*

Date	Details of Journey (forward Return)		Mode of Journey Rail/Road/Sea.	Ticket No.(s) Receipt No. (s)	Total Amount	Net Claim	Remarks
	From 1	to 1(a) Train No.					

Certificate are given on the reverse

Total Claim Rs. \_\_\_\_\_

Received Payments

Advance Taken (if any) Rs. \_\_\_\_\_

Date \_\_\_\_\_

Net Payable Rs. \_\_\_\_\_

Signature of the Employee \_\_\_\_\_

**PRINCIPAL**

To Be Filled by the Financial Branch

Passed For Rs. \_\_\_\_\_ (Rupees) \_\_\_\_\_

Debit Head \_\_\_\_\_

Paid Vide

Cheque No. \_\_\_\_\_ dated \_\_\_\_\_

S.O. (A/cs)

A.O.

BURSAR

**PRINCIPAL**

**CERTIFICATE TO BE GIVEN BY THE CONTROLLER OFFICER**

**CERTIFIED THAT:**

1. Shri/Smt./Km.(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.3. No. 43/11/55-Ests. (A) Part II dated the 11<sup>th</sup> October, 1956 have been made in the service Book of Sh./Smt./Km. \_\_\_\_\_.

Signature of the Controlling Officer.

**CERTIFICATE TO BE GIVEN BY THE UNIVERISTY EMPLOYEE**

- (i) I have not submitted any other claim so far, leave travel concession in respect of family members in respect of the block of two years 20 \_\_\_\_\_ and 20 \_\_\_\_\_.
- (ii) I have already drawn T.A. for the leave travel concession in respect of journey performed by me/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 of elsewhere.  
That my husband/wife is employed in University or in \_\_\_\_\_ and the concession has not been availed of by him her separately of himself/herself on for any of the family members for the concerned block of two years.

Signature of University Employee