

ARYABHATTA COLLEGE (UNIVERSITY OF DELHI)

Benito Juarez Marg (Anand Niketan), New Delhi – 110021

Claim for Leave Travel Concession / Home Travel Concession

Block Year:

Name of the Employee (Block Letters) _____

Home Town (Address) _____

Basic pay Rs. _____

Place of Visit: - _____

Entitlement of Class (Rail/Air) _____

Nearest Railway Station _____

Designation: - _____

Distance by the shortest route from Delhi/New Delhi to

Self-Travelled

Home Town / Place of visit _____ kms.

Details of Family Members who travelled:-

S. No.	Name	Age	Relationship with the Employee	Date of Birth

Date	Details of Journey (Forward / Return)		Mode of Journey Rail/ Road/Sea 2	Ticket No. (s) Receipt No. (s) with Date 3	Total Amount 4	Remarks, if any 5
	From 1	To 1(a)				

Certificates are given on the reverse

Total Claim Rs. _____

Received Payment

Advance taken (if any) Rs. _____ Date:- _____

Net Payable Rs. _____

Signature of the Employee

Signature of the Principal

CERTIFICATE TO BE GIVEN BY THE CONTROLLING OFFICER

Certified that:

- (1) Shri/Shrimati/Kumari (Name of University Employee) _____ has rendered continuous service for one year or 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 been made in the Service Book of Shri/Shrimati/Kumari _____
- (3) Availed _____ Leave from _____ to _____

Dealing Assistant

Section Officer (Admin)

Administrative Officer (Admin)

Signature of the Principal

CERTIFICATES TO BE GIVEN BY THE UNIVERSITY 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 years 20_____ and 20_____.
- (2) I have already drawn T. A. for the Leave Travel Concession in respect journey performed by me/my wife with _____ children. This claim is in respect of the journey performed by my wife/myself _____ children none of them travelled with the party on the earlier occasion.
- (3) The journey has been performed by me/my wife with children to the declared home town viz _____
- (4) That my husband /wife is not employee in university or elsewhere.
- (5) That my husband/wife is employed in University or in _____ and the concession has not been availed of him/her separately or himself or himself/herself or for any of the family members for the concerned block of two year.

Signature of the Employee