



# दीन दयाल उपाध्याय कॉलेज DEEN DAYAL UPADHYAYA COLLEGE

NAAC Accredited Institution-'B' grade (CGPA=2.63)  
(दिल्ली विश्वविद्यालय) (UNIVERSITY OF DELHI)

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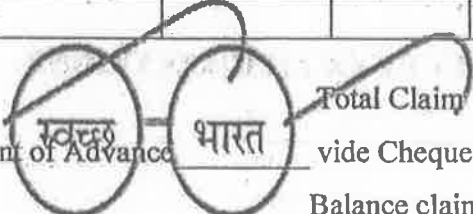
## LEAVE TRAVEL/HOME TRAVEL CONCESSION BILL (Block Yr \_\_\_\_\_) (TO BE FILLEDE IN BY GOVT. SERVANT: (PART-A)

- Name (IN BLOCK LETTER) : \_\_\_\_\_
- Designation : \_\_\_\_\_
- Date of Appointment : \_\_\_\_\_
- AGP/Grade Pay : \_\_\_\_\_
- a) Home Town (as recorded in the Service Book) : \_\_\_\_\_  
b) Place of visit, in case of anywhere in India : \_\_\_\_\_
- Nearest Railway Station/Airport : \_\_\_\_\_
- In case, the employee travelled himself/herself. Nature of Leave \_\_\_\_\_  
Details of leave sanctioned : From \_\_\_\_\_ To \_\_\_\_\_
- Entitlement of Class: By Air (Economy)/By Rail (AC1/AC2/AC3/AC Chair Car): \_\_\_\_\_
- Mode and the class in which the employee and/or family members travelled: \_\_\_\_\_
- Details of dependent family members who availed concession (including yourself, if so): -

S.No.	Name(s)	Date of Birth	Relationship with the employee

### 10. Details of journey(s) performed by Govt. Servant/Members of his/her Family:

DEPARTURE Date & Station	ARRIVAL Date & Station	DISTANCE Kms.	MODE of Travel	CLASS of Travel	No. of persons	Fare Paid (in Rs.)	Ticket/PNR Nos.

11. In case advance drawn: Amount of Advance  Total Claim \_\_\_\_\_  
vide Cheque No. \_\_\_\_\_ Dt. \_\_\_\_\_  
Balance claim: - Rs. \_\_\_\_\_

एक कदम स्वच्छता की ओर

P.T.O.

## CERTIFICATE TO BE GIVEN BY THE EMPLOYEE:

**Certified that the information as given below is true to the best of my knowledge and Belief: -**

1. I have not submitted any other claim so far for LTC in r/o myself or my family members for the Block Year \_\_\_\_\_
2. I have already claimed LTC for the block year \_\_\_\_\_ in r/o journey performed by me/my family member(s) i.e. (i) \_\_\_\_\_ (ii) \_\_\_\_\_ (iii) \_\_\_\_\_. The present claim is in r/o persons other than above.
3. That my husband/wife for whom LTC is claimed by me is employed in \_\_\_\_\_ (name of the public sector undertaking/Corporation/Autonomous Body financed wholly or partly by the Central Govt. or Local Body, etc) which provides Leave Travel Concession facilities but he/she has not preferred and will not prefer any claim in this behalf to his/ her employer; and
4. That my wife/husband for whom LTC is claimed by me is not employed in any Public Sector Undertaking/Corporation/Autonomous Body financed wholly or partly by the Central Govt. or Local Body, which provides LTC facilities to its employees and their families.
5. That my husband/wife is/is not employed in Government service and the concession had not been availed of by him/her separately for himself/herself or for any of the family members for the concerned block year \_\_\_\_\_.
6. Certified that the family member(s) in respect of whom concession is being claimed are wholly dependent on me and do not have total income from all sources more than the minimum family pension prescribed in Central Government (i.e. Rs.3,500/-) and Dearness Relief thereon.
7. Certified that major sons/daughters in respect of whom LTC is being claimed is/are unmarried.
8. That I/any of my family member(s) have not availed any other benefit other than air travel as a part of package offered by the airlines. The amount claimed by me is air fare only.

STATION \_\_\_\_\_  
DATE: \_\_\_\_\_

**Signature of the Employee**  
Name \_\_\_\_\_

### FOR OFFICE USE ONLY

**{TO BE FILLED IN BY OFFICE ADMIN: (PART-B)}**

**Certified that: -**

1. \_\_\_\_\_ (Name of the Employee) has rendered continuous service for one year or more on the date of commencing the outward journey.
2. Necessary entries as required have been made in the service Book of \_\_\_\_\_ for the Block Year \_\_\_\_\_.

Dealing Asstt.

S.O. (Admn.)

A.O.

Principal

**{TO BE FILLED IN BY OFFICE ACCOUNTS: (PART-C)}**

Passed for : Rs. \_\_\_\_\_

Less: Advance taken : Rs. \_\_\_\_\_

Net payable : Rs. \_\_\_\_\_

Entered in LTC Register Page No. \_\_\_\_\_

(Rupees \_\_\_\_\_)

Dealing Asstt.

S.O. (A/cs)

A.O.

Bursar

Principal



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दिल्ली रा. रा. क्षेत्र सरकार द्वारा 100% वित्त पोषित, 100% funded by Govt. of NCT of Delhi  
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## Annexure-1

### Self-declaration Certificate for Completion of Journey (Annexure to O.M. No.19024/03/2021-E.IV dated 16.06.2022)

1. I (Name of the employee.....) hereby declare and Certify that:
2. I have actually performed the onward journey from ..... to ..... on .....(date) and return journey from ..... to .....on..... for the purpose of Tour/Training.

OR

3. I/We have actually performed the onward journey from ..... to ..... on .....(date) and return journey from ..... to .....on..... for the purpose of LTC. The particulars of the self and family members who have performed journey either with the Government Servant or separately are as under: -

S.No.	Name	Age	Relationship with Govt. Servant

4. In case the above declaration given by me is not found true at any stage, I shall be liable to disciplinary action under Central Civil Services (Classification, Control and Appeal) Rules, 1965, as amended from time to time.

(Signature)

Name of the Employee.....

Designation .....

Name of the Department .....

