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NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND

Ref. No. _____

Date: _____

LEAVE TRAVEL CONCESSION CLAIM FORM

LTC only

LTC along with Leave Encashment

Name: _____ Emp. Code: _____

Designation: _____ AGP/GP: _____

Department/Section: _____

LTC Order No. NITUK/Estt./ _____ /LTC/045/ _____ Date: / /20

PART – 1: FAMILY / LTC PARTICULARS

Actual claim (Self and dependents) - <input type="checkbox"/>		Separate Claim (dependents) - <input type="checkbox"/>		
Name of Home Town or Place of visit (in case of all India LTC)				
Nearest Railway Station/Airport/Bus Station to the above place				
Advance Taken 1) on _____ : ₹ _____		Advance Taken 2) on _____ : ₹ _____		
Details of self/dependent family members for whom LTC is to be availed. <i>(Dependent parents of fresh recruits cannot avail LTC for the reverse journey i.e. from Hometown to Headquarter and back)</i> <i>(If travel dates of dependents are different, fill separate claim form)</i>	S.No.	Name	Age	Relationship
	01.			Self
	02.			
	03.			
	04.			
	05.			
	06.			
07.				

PART – 2: POINT TO POINT JOURNEY PARTICULARS

FROM		TO		Mode of Travel	Class of Travel	Fare Expenses	Ticket/ PNR No.
Date	Place	Date	Place				
	Srinagar (G)						
TOTAL							

N.B. – Please enclose original Air Ticket along with Boarding Pass, Railway/Bus Ticket.

PART – 3 : LEAVE ENCASHMENT

Number of days EL Encashment: <input style="width: 30px;" type="text"/>	Total EL Encashment amount: ₹ _____
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I, hereby declare that I/my family members actually availed the LTC and the expenses have not been claimed by me and/or paid to me from any other source. Advance of ₹ _____ paid to me on _____ may be adjusted against this claim. Further, I am aware that, if at any stage the information/documents furnished above is found to be false, I am liable for disciplinary action under CCS (Conduct) Rules, 1964.

Forwarded to Establishment

Counter Signature of the HoD/Section Head

Signature of Employee

FOR ESTABLISHMENT SECTION USE ONLY

Necessary entries provided in Service Book of the employee. Particulars provided at Part – 1 verified and found to be correct. LTC may be processed for the Block Period 20____ - _____, to _____ for the claimant and/or his/her dependent family members as mentioned at Sl.Nos.1, 2, 3, 4, 5, 6 [strike which is not admissible] as per applicable rules.

Particulars verified

Checked and verified

Junior Assistant (Estt.)

Superintendent (Estt.)

FOR ACCOUNTS SECTION USE ONLY

S.No.	HEAD OF EXPENSE	ADMITTED BY A/CS. OFFICE
1	Leave Travel Concession	
a)	Bus Fare	
b)	Train Fare	
c)	Air Fare	
d)	Ship Fare	
e)	Taxi/Cab Hire charges (only if admissible)	
	Total of 1 (a to e)	
2	Add: Leave Encashment (if applicable)	
3	Total (1+2)	
4	Less: Advance (1)	
5	Less: Advance (2)	
	Grand Total [Payable/Recoverable] – (3-(4+5))	

Bills checked

Bills checked & verified

Payment may be approved

Junior Assistant (A/cs.)

Superintendent (A/cs.)

Assistant Registrar (Admin)

Recommended Not Recommended

Approved Not Approved

Registrar

Director

To,
Accounts Section

CERTIFICATE TO BE GIVEN BY THE EMPLOYEE

(Strike out which is not applicable)

CERTIFIED THAT –

1. I have not submitted any other claim so far for Leave Travel Concession in respect of me or my declared family members for the year _____.
2. I have already drawn TA for the Leave Travel Concession in respect of a journey performed by me or my declared family members. This claim is in respect of the journey performed by me or my declared family members none of them travelled with the party on the earlier occasion.
3. I have NOT drawn TA for the Leave Travel Concession in respect of a journey performed by me or my declared family members. This claim is in respect of the journey performed by me or my declared family members none of them travelled with the party on the earlier occasion.
4. the journey has been performed by me or my declared family members to the declared home town i.e. _____.
5. the journey has been performed by me or my declared family members on All India LTC to the already declared place i.e. _____.
6. that my spouse for whom LTC is claimed by me is employed in _____ (name of the PSU/Corporation/Autonomous body, Bank etc.) which provides/not provides Leave Travel Concession facilities but he / she has not preferred and will not prefer, any claim in this behalf to his/her employer.
7. that my spouse is employed in NITUK services and the concession has been availed by him/her separately for himself/herself or for the declared family members for the year _____.
8. that my spouse is employed in NITUK services and the concession has NOT been availed by him/her separately for himself/herself or for the declared family members for the year _____.
9. that my spouse for whom LTC is claimed by me is not employed in any PSU/Corporation/ Autonomous body, financed wholly or partly by the Central Govt. or a Local Body which provides LTC facilities to its employees and their family members for the year _____.

Signature of the employee

Name: _____

Designation: _____

Dept./Section: _____

Emp. Code: _____

CERTIFICATE TO BE GIVEN BY THE ESTABLISHMENT SECTION

Certified-

- (i) that Prof./Dr./Mr./Ms./Mrs. _____ has rendered continuous service for one year or more on the date of commencing the outward journey.
- (ii) that necessary entries as required under Para-3 of the Ministry of Home Affairs, O.M.No.43/1/55-Ests.(A)-Part-II, dated the 11th October, 1956, have been made in the Service Book of Prof./Dr./Mr./Ms./Mrs. _____.

Assistant Registrar (Admin)