

MAITREYI COLLEGE
CHANAKYAPURI, NEW DELHI-110021

CLAIM FOR LEAVE TRAVEL CONCESSION

Block Years of last claim..... Block Year of fresh claim.....

1. Name of the Employee.....
 (Block letters)

Designation..... Department.....

2. Home Town addressDate of joining the service.....

Place of visit in case of 'Bharat Darshan'.....

3. Basic pay Rs.....Entitlement class in Railway.....

Distance by shortest route from Delhi/New Delhi to home town/place of visit.....Kmt.

Details of Family members who travelled.

	<u>Name</u>	<u>Age</u>	<u>Relationship with the Employee</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____

Details of Journey

Details of Journey	Mode of Journey	Ticket No.(s) Receipt No.(s) with date	Total Amount	Net Claim	Remarks if any
From.....To.....	Rail/Bus		(4)	(5)	(6)
(1)	(2)	(3)	(4)	(5)	(6)

(TO BE FILLED BY FINANCE BRANCH)

Amount passed for payment ₹.....Less advance amount paid ₹.....Net amount paid ₹.....
 Debit Head.....

Section Officer (A/cs)

Bursar

Principal

Paid vide Cheque No.....Dated.....

P.T.O.

CERTIFICATE TO BE GIVEN BY THE CONTROLLING OFFICER

Certified that :

1. Shri / Shrimati / Kumari (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. No. 43 / 11 / 55 - Ests.
(A). part II, dated the 11th October, 1955 have made in the Service Book of
Shri / Shrimati / Kumari.....

S.O. (Admn.)

A.O.

Principal

CERTIFICATE TO BE GIVEN BY THE COLLEGE EMPLOYEE :

1. I have not submitted any other claim so far, for Leave Travel Concession in respect of the
block of two years 200.....and 200.....
2. I have already drawn T.A. for the Leave Travel Concession in respect of the journey
performed by my wife with.....children. This claim is in respect of the journey
performed by my wife myself with.....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/
Bharat Darshan viz.....
4. That my husband / wife is not employed in University or elsewhere.

That my husband / wife is not employed in University or in.....
and the concession has not been availed or by him / her separately or himself or for any of
the family members for the concerned block of two years.

Signature of the College Employee