

Claim for L.T.C / H.T.C.

1. Name of the Employee \_\_\_\_\_ Block Year \_\_\_\_\_
2. Basic Pay \_\_\_\_\_
3. Entitlement of the class Air/Bus/  
Railway \_\_\_\_\_
4. Designation \_\_\_\_\_

S.No.	Name	Age	Relation with employee
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Certificate are given on the reverse

Total Claim Rs/- \_\_\_\_\_

Less Advance \_\_\_\_\_

Signature of the Employee

Net Payable \_\_\_\_\_

To BE FILLED IN BY THE FINANCE BRANCH

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

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

Claim entered on Page no. \_\_\_\_\_

Assistant

S.O. (Accounts)

Bursar

Principal

P.T.O

**TO BE GIVEN BY THE CONTROLLING OFFICER**

Certified that :

1. Shri / Smt / Kr. ( Name of the University Employee ) \_\_\_\_\_  
has rendered continuous service for one year or more.
2. Necessary entries as required under Para 3 of the Ministry of Home Affairs O.M. NO.  
43/41/55 – Ests. ( A ) Part II dated 11 October, 1956 have been made in the service book of  
Shri / Smt. / Kr. \_\_\_\_\_

(S.O. / ADMINISTRATIVE OFFICER)

**CERTIFICATE TO BE GIVEN BY THE COLLEGE EMPLOYEES:**

1. I have not submit any other Claim so far, for Leave Travel Concession / Home Travel Concession  
in respect of myself or my family members in respect of myself or my family member in respect  
of the block year \_\_\_\_\_
2. That my husband /wife is not employed in University or in \_\_\_\_\_  
and the concession has not been or for any of the family members for the concerned block of  
years \_\_\_\_\_.
3. I have already submitted the joint declaration for claiming L.T.C /H.T.C. as required under rules.

Dated \_\_\_\_\_

Signature of the Applicant