

# HANS RAJ COLLEGE, DELHI

## Claim for Leave Travel Concession

1. Name of the employee (Block Letters) ..... Block Year 20 ..... 20 .....
2. Department ..... Home Town (Address) .....
3. Basic Pay Rs. .... Place of Visit .....
4. Entitlement of the Class Rly. Nearest Railway Station/Airport.....
- Air Conditioned I / II ..... Distance by the shortest route from Delhi/ New Delhi to the place of visit.....Kms.
5. Designation ..... Date of Departure .....
- ..... Date of Return Journey .....
- ..... Advance taken, if any .....

6. Details of family members who travelled :-

	Name	Age	Relationship with the employee	Income of the dependent
1.	.....	.....	.....	.....
2.	.....	.....	.....	.....
3.	.....	.....	.....	.....
4.	.....	.....	.....	.....
5.	.....	.....	.....	.....
6.	.....	.....	.....	.....
7.	.....	.....	.....	.....
8.	.....	.....	.....	.....

Details of Journey Forward/Return from 1 to 1(a)	Mode of Journey rail/Air 2	Ticket No.(s) Receipt No.(s) with date 3	Total Amount 4	Less for 400/160 Km. 5	Net Claim 6	Remarks if any 7
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Signature of the employee

(TO BE FILLED BY ACCOUNTS BRANCH)

Certificates are given on the reverse

Total Claim .....

Less: Advance .....

Asst. S.O. A/C.

Net : Rs. ....

Passed for Rs. ....

Bursar

Principal

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

Received Rs.....



P.T.O.

## Certificate to be given to the College Employee

1. I have not submitted any other claim so far for Leave Travel Concession in respect of myself or the members of my family for the block of two year / four year 20 ..... to 20.....
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 / children to the declared home town, viz.....
4. That my husband / wife / son/ daughter residing with me and other dependant member i.e. father / mother / brother / sister residing with and wholly dependant upon me has not availed of any concession for the concerned block of two / four years.

Date.....

.....  
(Signature of the College Employee)

## Certificate to be given to the Controlling Officer

Certified that :

1. Shri / Shrimati / Kumari / Dr. ....  
has rendered continuous service for one year or more on the date of commencement of 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 / Dr. ....

Date.....

.....  
**Section Officer (Admn.)**

**NOTE : It may please be noted that under the rules :**

1. Advance can be given not more than 30 days before the commencement of, outward journey.
2. If the outward journey is not commenced within 30 days of the grant of advance, the full amount of the advance is refundable forthwith.
3. Tickets should be produced before the S.O. (Administration) within 10 days of the withdrawal of advance.