

Claim for Leave Travel Concession  
Home Travel Concession

Block Year 19.....10.....

Home town (Address).....  
Place of visit.....  
Nearest Railway Station.....  
Distance by the shortest route from Delhi/New Delhi to home town/place of visit  
.....Kms.

(ii) Details of family members who travelled :—

| Name<br><small>(Print Name)</small> | Age<br><small>(in years)</small> |
|-------------------------------------|----------------------------------|
|-------------------------------------|----------------------------------|

Relationship with the  
employee

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

[illegible]

Received payment

Total Claim Rs.....  
Advance taken (if any) Rs.....  
Date.....  
Net Payable Rs.....

Signature of the  
employee

Countersignature  
Principal

(To be filled by Accounts Dept.)

Passed for Rs. .... (Rupees.....)

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

**CERTIFICATES 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 been made in the Service Book of Shri/Shrimati/Kumari.....

Signature of the Controlling Officer

**CERTIFICATES TO BE GIVEN BY THE UNIVERSITY EMPLOYEE**

- (i) I have not submitted any other claim so far, Leave Travel Concession in respect of my self or my family members in respect of the block of two years 19..... and 19.....
- (ii) I have already drawn T.A. for the leave Travel Concession in respect of journey performed by me/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.
- (iii) The journey has been performed by me/my wife with children to the declared 'home town' viz.....
- (iv) \*That my husband/wife is not employed in University or elsewhere.
- That my husband/wife is employed in University or in..... and the concession has not been availed of by him/her separately or himself/herself of for any of the family members for the concerned block of two years.

Signature of the University Employee

J.M.C. 1955