

# BITS, PILANI – K.K. BIRLA GOA CAMPUS

## **Application form for Leave Travel Concession**

(To be submitted at least 15 days before the commencement of outward journey)

1. Name of Employee: \_\_\_\_\_

2. PSRN: \_\_\_\_\_

3. Date of joining service: \_\_\_\_\_

4. Designation & Present pay: \_\_\_\_\_

5. Name of Home Town/Village: \_\_\_\_\_

6. Particulars of the person availing of Leave Travel Concession:

S.No.	Name	Age	Relation to employee

Total \_\_\_\_\_ Adults \_\_\_\_\_ Children \_\_\_\_\_ For whom Travel Concession claimed.

7. Distance in Kms. from campus (Goa) to Home Town by shortest route (Distance by rail & Road to be indicated separately).

	By Rail in KMs.	By Road in Kms.	Total in Kms.
<b>Outward</b>			
<b>Inward</b>			

8. Distance in Kms. or which TA Admissible as per rules, each way = -----Kms.

9. Railway Class by which eligible to travel: \_\_\_\_\_

10. Railway Class by which actually proposed to travel : \_\_\_\_\_

11. Fare for the distance mentioned in Col.8 by the class mentioned in Col.9/10 whichever is lower, each way.

Rly. & Actual Bus fare for full tickets	Rly. & Actual Bus fare for children	Total	
		Rs.	Ps.
<b>Outward</b>			
<b>Inward</b>			

12. Advance, if any applied for (90% of (4/5 X actual admissible fare): \_\_\_\_\_

13. Leave Travel Concession when last availed of (Give year & Date): \_\_\_\_\_

DECLARATION BY THE APPLICANT

I hereby declare that the information given by me as above is correct to the best of my knowledge and belief and that the money receipts to be obtained by me from the Railway authorities for the Railway fare actually paid shall be furnished by me as voucher along with the T.A. Claim. I further declare that I have carefully read the Leave Travel Concession rules and shall abide by the same. I have been sanctioned \_\_\_\_\_ (kind of leave) for \_\_\_\_\_ days, from \_\_\_\_\_ to \_\_\_\_\_.

Place: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

Date: \_\_\_\_\_

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SPACE OF OFFICE USE

Remarks of Faculty In-charge (Admn.)

\_\_\_\_\_  
Deputy Registrar

Shri /Dr. \_\_\_\_\_ is allowed to avail for the Leave Travel Concession and a sum of Rs. \_\_\_\_\_ may be advanced to him against the T.A. Claim subject to adjustment against the T.A. bill to be submitted after performance to return journey.

Director