



भारतीय प्रौद्योगिकी संस्थान रोपड़  
INDIAN INSTITUTE OF TECHNOLOGY ROPAR  
Rupnagar, Punjab-140001

**LEAVE TRAVEL CONCESSION BILL for the Block Year\_\_\_\_\_**

- 1) Name \_\_\_\_\_ 2) Emp. Code \_\_\_\_\_ 3) Pay Level \_\_\_\_\_  
4) Designation \_\_\_\_\_ 5) Department \_\_\_\_\_  
6) Nature of LTC \_\_\_\_\_ 7) Period of leave sanctioned from \_\_\_\_\_ to \_\_\_\_\_  
8) Advance drawn \_\_\_\_\_ 9) Advance drawn date \_\_\_\_\_  
10) Bank Account No. (SBI/Any other): \_\_\_\_\_

11) Particulars of the claimant and family in respect of whom the Leave Travel Concession has been claimed:

Sl. No.	Name(s)	Age	Relationship with the Govt. Employee
1.			
2.			
3.			
4.			
5.			
6.			
7.			

12) Details of journey(s) performed by Government Employee and the members of his/her family:

Departure		Arrival		Distance in Kms	Mode of Travel	Class of Travel	No .of fares	Total Fare paid	Ticket No./PNR/ Remarks
Date & Time	From	Date & Time	To						
<b>Total</b>									

CERTIFIED THAT:

- 1) The information as given above is true to the best of my knowledge and belief; and
- 2) That my husband/wife is not employed in Govt. Service/that my husband/wife is employed in Govt. Service and the concession has not been availed of by him/her separately for himself/herself or for any of the family members for the concerned block of years \_\_\_\_\_ to \_\_\_\_\_.

Date & Place:

Signature of Employee

**CERTIFICATE TO BE GIVEN BY THE GOVERNMENT EMPLOYEE)**

1. I have not submitted any other claim so far for leave travel Concession in respect of myself or my family members in respect of the block year\_\_\_\_\_
2. I have already drawn T.A. for the Leave Travel Concession in respect of a Journey performed by me/with my spouse/ with children. This claim is in respect of the journey performed by my spouse/ myself with my spouse/ and/or children / none of whom travelled with the party on the earlier occasion.
3. The journey has been performed by me and my spouse with Family members to the declared "Home Town" / Other than Home Town viz. \_\_\_\_\_
4. Certified that my spouse for whom LTC is claimed by me is employed in \_\_\_\_\_ name of the Govt Office/Public Sector undertaking/Corporation/Autonomous body etc. which provides Leave Travel Concession facilities but he/she has not preferred and will not claim in this behalf to his/her employer.
5. Certified that my spouse for whom Leave Travel Concession is claimed by me is not employed in any Govt Office/ Public Sector Undertaking/ Corporation/ Autonomous Body financed wholly or partly by the Central Government or a local body which provides LTC facilities to its employees and their families.

Date & Place:

Signature of Employee

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**(For use by Establishment Section)**

1. Certified that Dr./Sri/Smt./Kum \_\_\_\_\_ has rendered continuous service for one year or more on the date of commencing the outward journey.
2. Certified that necessary entries as required under Para 3 of the Ministry of Home Affairs Para O.M. No. 43/1/55.Est.(A).Pt.II dated 11th October, 1956 has been made in the Service Book of Dr. /Sri/Smt. \_\_\_\_\_

**Dealing Asst.**

**JS/Supdt.**

**AR/DR/JR**

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**(For use by Accounts Section)**

Sr.No.	Particulars	Amount
1.	Air Fare	
2.	Train Fare	
3.	Bus Fare	
4.	Other if any	
5.	<b>Total ( 1 to 4)</b>	
6.	Advance if any to be deducted	
7.	<b>Net amount to be reimbursed to the Claimant (5-6)</b>	

Passed for payment of Rs/- \_\_\_\_\_

Debitable to \_\_\_\_\_

Budget Head: Project/ Institute/ Any other

**Dealing Asst.**

**JA0/A0**

**AR/DR/JR**

**Sr.A0**

**Registrar**

**UNDERTAKING**

**(To be submitted in all cases of air travel where the Government of India bears the cost of air passage)**

Ref: Dept. of Expenditure, Ministry of Finance, Govt of India O.M. No. 19024/ 03/2021-E.IV dated 31-12-2021, O.M. No. 19024/ 03/2021-E.IV dated 16-02-2022 and O.M.No. 19024/03/2021-E.IV dated 16-06-2022, as amended from time to time.

I certify that:

a) I have purchased the air tickets from one of the the following three Authorized Travel Agents viz. (tick ☒ whichever is applicable)

- i) M/s Balmer Lawrie & Company Limited (BLCL),
- ii) M/s Ashok Travels & Tours (ATT)
- iii) Indian Railways Catering and Tourism Corporation ltd. (IRCTC)

b) Further, I have opted for the 'Best available fare' on the date of booking on the basis of tour programmed as per my entitlement.

d) I have booked the Non-stop flight in a given slot at the time of booking.

e) I have not booked the tickets within less than 72 hours of intended travel on Tour, if booked Self declared justification is provided.

f) I have fulfilled other terms and conditions mentioned in above referred Govt. of India instructions on the matter, as amended from time to time.

(Signature of claimant)

Name:

Designation:

Place:

Date: