



भारतीय प्रौद्योगिकी संस्थान रोपड
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						
Total									

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 nor 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

(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

(For use by Accounts Section)

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

Passed for payment of Rs/- _____

Debitable to _____ Budget Head: Project/ Institute/ Any other

Dealing Asst.

JAO/AO

AR/DR/JR

Sr.AO

Registrar

ANNEXURE-A

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.
- c) I have booked the Non-stop flight in a given slot at the time of booking.
- d) I have not booked the tickets within less than 72 hours of intended travel on Tour, if booked Self declared justification is provided.
- e) 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: