

DELHI STATE INDUSTRIAL & INFRASTRUCTURE DEV. CORPN. LTD.
LEAVE TRAVEL CONCESSION BILL

DETAILS OF FAMILY

S. NO. NAME AGE

| HEAD QUARTER | | NAME _____ | | | | | | | | | |
|--------------|--------------------------|-------------------|-------------------------|------|-------|-----------------|---------------|----|--------|-------------------------------------|---------|
| | | DESIGNATION _____ | | | | | | | | | |
| | | PAY _____ | | | | | | | | | |
| STATION | PARTICULARS OF DEPARTURE | | JOURNEY ARRIVAL STATION | DATE | HOURS | KIND OF JOURNEY | RAIL/ROAD | | AMOUNT | AMOUNT ADMISSIBLE AS PER ENTITLEMET | REMARKS |
| | DATE | HOURS | | | | | JOURNEY CLASS | KM | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |

CERTIFICATES OVERLEAF
L.T.C. BILL Rs. _____
L.T.C. ADVANCE Rs. _____
NET AMOUNT PAYABLE
REFUNDABLE Rs. _____

MAY BE PASSED FOR Rs. _____ TOTAL Rs. _____ G. TOTAL _____
ADVANCE OF Rs. _____ NET RUPEES
PAYABLE/REFUNDABLE ORKS OUT OF Rs.
Rs. _____
(RUPEES _____)

SIGNATURE OF THE CLAIMENT

CERTIFICATE TO BE GIVEN BY THE CONTROLLING OFFICER

1. Certified that Shri/ Smt./ Kumari (Name of the Government Servant) _____ has Rendered continuous service for one year or more on the date of commencing the outward journey.
2. That necessary entries as required under para 3 of the Ministry of Home Affairs O.M. 43/11555/Estt. (A) Part-II, dated the 11th Oct. 1956 have been/will be made in the service book of Sh/ Smt./ Km. _____.

(SIGNATURE AND DESIGNATION OF THE CONTROLLING OFFICER)

CERTIFICATE TO BE GIVEN BY GOVT. SERVANT

1. I have not submitted any other claim so far leave Travel Concession in respect of myself for my family members in respect of the block of years _____ and _____.
2. I have already drawn T.A. for the Leave Travel concession in respect of a Journey performed by me/my wife _____ Children. This claim is in respect of the journey performed by /my wife with _____ children non of whom traveled with the party on the earlier occasion
3. I have not already drawn TA for the Leave Travel Concession in respect of journey performed by me/my wife with _____ children in respect of the block of two _____ and _____ children none of whom availed of the concession relating to that block.
4. I have already drawn T.A. for the Leave Travel Concession in respect of a journey performed by me in the year _____ in respect of block of two years _____ and _____. This claim is in respect of the journey performed by me in the year _____. This is against the concession admissible once every year in the prescribed block for visiting home as all the members of my family are leaving away from my place work.
5. The journey has be performed by me/my wife with children to the cleared home town/ other than home town.
6. That my husband wife/ wife is employed in Govt. service and the concession has not been availed of by him/her separately or himself/self or for any of the family members for the concerned block of two years/four years. (Please strike out whichever is not applicable).

(SIGNATURE OF THE GOVERNEMENT SERVANT)