



SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES
(UNIVERSITY OF DELHI)

PSP AREA-IV, Dr. K.N. KATJU MARG, SECTOR-16, ROHINI, DELHI-110089

H.T.C/L.T.C Bill of Shri/Smt. _____

Place visited _____ for the block year _____

DEPARTURE			ARRIVAL			Rail/Air/Bus Fare (Rs.)	Ticket No.	Remarks
Date	Station	Hour	Date	Station	Hour			

Certify that the above bill is in accordance with the rules and regulations and is otherwise in order, and I have travelled in the class for which I am charging Railway/Air/Bus Fare and have actually visited the place noted above alongwith my family members.

Signature _____

Bill passed for Rs. _____ (Rupees _____)

Paid vide cheque No. _____ dated _____

Dealing Assistant

Section Officer (A/C)

Bursar

Principal

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CERTIFICATE BY THE UNIVERSITY/COLLEGE EMPLOYEE ENTITLED TO THE CONCESSION.

Certified that

1. I have not submitted any other claims so far for leave travel concession in respect of myself of my family members in respects of the block of two year 20____and 20_____.
2. I have already drawn TA for the leave travel concession in respect of journey performed by me/my wife _____ children. The claim is in respect of the journey performed by me/my wife/my if _____ children none of whom travelled with the party on the earlier occasion.
3. The journey has been performed by me/my wife with children to the declared Home Town/Place visited _____ the nearest railway station being_____.
4. My husband/wife is not employed in University/Government Service/or any other organisation where the similar travel concession is allowed. My husband/wife is employed (delete which is not applicable).
5. The claim is made for journey by the shortest route.
6. The Mail/Express fares are claimed for journey actually performed by Mail Express trains.

Signature: _____

Designation: _____

CERTIFICATE BY THE CONTROLLING OFFICERS

1. Certified that Shri/Smt. _____ has rendered continuous service for one year or more on the date of commencing the outward journey.
2. Necessary entries as required under para of the Ministry of Home affairs O.N. N 43/1/55 Esta (a) part II date 11.10.65 have been made in the service book/personal file of Shri/Smt. _____.
3. He/she was allowed to avail of _____ days/months _____ leave.
4. Certified that the members availing of the LTC facility alongwith Mr. _____ are members of his family as per declaration given by him and noted down in his service book.

Dealing Assistant (Admin)

Administrative Officer

Principal

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(ANNEXURE "A")

APPLICATION FOR HOME TRAVEL CONCESSION / LEAVE TRAVEL CONCESSION

1. Name of the employee : _____
2. Date of appointment : _____
3. Details of family for which the concession is proposed to be claimed:

Name of family members	Age	Relationship with employee

4. Place visited/ Home Town and the nearest : _____
Railway station
5. Distance in KMs. From Delhi to Home Town: _____
(Delhi to nearest Home Town railway station
and from railway station to Home Town)
6. Route for Travel : _____

Date: _____

Signature of the employee

Note :

The concession is admissible during regular leave and vacations but excluding casual leave and duty leave, ordinarily be less than 15 days. In case the concession is intended to be availed of by the employee for himself/herself during the period other than vacations, the nature of leave applied for or granted should be indicated.

STATEMENT OF TICKETS PURCHASED/RESERVATION ETC.

Name of the employee : _____
Block Year : _____
Place visited : _____
Address of the Railway Station/
Booking Agency from where tickets
purchased : _____
Date of purchased of tickets/
reservation : _____
Total amount paid : _____

Particulars of the tickets purchased:

S. No.	Name of the Members	Ticket No.	Amount	Class	Remarks

Certified that the above members travelled with me to visit _____
in the class for which the above claim has been made.

Signature: _____

Name: _____

Date: _____

Department: _____