

SHYAM LAL COLLEGE (EVENING CLASSES)  
(University of Delhi)  
SHAHDARA - DELHI-110032

APPLICATION FORM FOR CLAIMING RE-IMBURSEMENT OF TRAVELLING EXPENSES  
REGARDING (HOME-TOWN CONCESSION/LEAVE TRAVEL CONCESSION).

Year in which last concession availed.....  
If availed block year may be mentioned.....  
1. (a) Name..... (b) Designation.....  
    (c) Department..... (d) Date of Joining.....  
2. Home town as declared under the rules.....  
3. Place of Visist.....  
4. Nearest Railway Station (if not connected by Rail) .....  
    Distance in K.Mtrs. ....  
    Nature of concession claimed (LTC/HTC) .....  
Particulars of Travel  
(a) Date of commencement of travel.....  
(b) Distance in K.Mtrs. from Delhi/New Delhi to the nearest station by shortest  
    route.....

Particulars of Leave Availed During which the Travel was Conducted:  
(a) Leave availed from..... to .....  
(b) Nature of Leave.....  
Date of application in which the Principal was informed of the intention of availing of  
L.T.C./H.T.C. ....  
Members of the family, including self with their respective relationship with the college  
employee for whom the concession is sought,

S.NO.	NAME OF EMPLOYEE	RELATION SHIP	AGE	EARNING/NON EARNING	NAME OF THE EMPLOYERS AND ADDRESS (IF ANY)

Class of accomodation on Railway by which:  
1) Entitled..... 2) Actually traveled.....  
Particulars of travel such as place of visit, time of arrival and departure. Mode of conveyance used, ticket Nos. cash receipts etc. and amount incurred.  
Particulars of Claim:

Travelled from date Name of Place	Reached at date Name of Place	Mode of Journey Rail/Road/Air/Sea	Ticket/Kept. No. No. of Ticket	Rate per Ticket	Amount
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1.....  
2.....  
3.....

(In case of Home Travel Concession) Total Rs.....  
Less-Cost of initial 400/160 K.M. in ward journey  
Cost of initial 400/160 K.M. in ward journey  
(160 K.M. in the case of class IV the staff) Total Rs.....  
Net amount claimed Total Rs.....

Signature of Employee

Amount of Loan taken, if any :.....  
Any other proof to show that the journey was actually performed to the declared home town/place of visit intimated earlier:-

**Certificate to be given by the Employees:**

Certified that :-

1. I and/or the members of my family have actually traveled by the class of accommodation for which concession has been claimed and against the tickets/receipts referred above.
2. Distance shown in the bill is correct to the best of my knowledge.
3. Members of my family who accompanied me are holly dependent and residing with me.
4. Prior permission/intimation for availing LTC was taken/given.
5. LTC to visit any place in India for Block your..... has been availed/claimed in the bill.
6. Declaration of Home Town and family has already been made.
7. My wife/husband is employed in Govt./University service and no concession has been claimed by her/him for me.
8. The contents of the above claim are true to the best of my knowledge and belief.
9. I have not submitted any other claim so far for leave travel concession in respect o myself or my family members for the block of the year..... and .....
10. I have already drawn T.A. for the Leave Travel Concession in respect of a journey performed by me/my wife with..... children. This claim is in respect of the journey performed by me/ my wife with..... children none of whom traveled with the party on the earlier occasion.
11. I have not already drawn T.A. for the Leave Travel Concession in respect of the journey performed by me/my wife with..... children in respect of the block of four year ..... and ..... This claim is in respect of the journey performed by my wife/myself only..... children..... non of whom availed of the concession relation to that block.
12. 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 year ..... 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 a prescribed block for visiting Home Town as all the members of my family are living away from my place of work.
13. The journey has been performed by me/my wife with..... Children..... To the declared home town viz.....
14. That my husband/wife is not employed in Govt. service/University service. That my husband/wife is employed in Government service/University 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 two years/four years.

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**DECLARATION OF FAMILY MEMBERS**

I hereby declare:

1. that the following are the members of my family residing with and wholly dependent on me:-

**NOTE** Husband/wife/child/parents having an independent source of income is not treated as a member belonging to the family of the Govt. servant except when the income does not (inclusive of temporary increase in pension and pension equivalent of death-cum-retirement benefits exceed Rs.250/- per month.

S.NO.	NAME	AGE	RELATIONSHIP	WHETHER HTC/LTC CLAIMED EARLIER, DURING THE CURRENT BLOCK, IF SO MENTION THE YEAR IN EACH CASE HTC/LTC	REMARKS

2. that my husband/wife/child/parent is/is not in service. If in service, a certificate from the employer to the effect that he/she shall not avail the facility of LTC/HTC, from them hereafter (attached).
3. that my father/mother is/is not a retired pensioner and the amount of pension drawn by him/the is as shown in the attached income certificate, viz. Rs. ....

Signature of the employee

(Documents (if any) may be enclosed here)

**Certificate to be given by the Controlling Officer/Principal**

Certified that :

1. Sh./Smt./Kumar..... has rendered continuous service for one year or more on the date of commencement of the outward journey.
2. That necessary entries as required under para 3 of the M/O Home affairs O.M. No.43/1/55-Ests.(A) Part-II, dated the 11<sup>th</sup> October, 1956 have been made in the service book of Shri.....

I am satisfied on the basis of the Perusal of information given by Shri..... his bill for the LTC/HTC claim is accepted for further necessary action.

Principal  
Incharge, Evening Classes

Space for Calculation:

For the use Accounts Branch:

Claim submitted for Rs.....

(Rupees.....)

Dr.....

Cr.....

Dealing Assistant

S.O. (Accounts)

Bursar

Principal