



St. Stephen's College

HOME/LEAVE TRAVEL CONCESSION BILL

(For the Block years to)

Note : This bill should be prepared in duplicate – one for payment and the other as office copy).

PART A

(To be filled in by the Staff member)

1. Name
2. Designation...../Dept.....
3. Scale of Pay Basic Pay:..... Grade Pay.....
4. Nature of leave Sanctioned/Vacation :.....
Period of Leave From..... To.....
5. Place visited (HTC) or LTC.....
6. Particulars of members of family in respect of whom the HTC/Leave Travel Concession is being claimed :

Sl No.	Name(s)	Age	Relationship with the Staff Member
1.			
2.			
3.			
4.			
5.			

7. Details of journey (s) performed by the Staff member and the members of his/her family :

Departure Date & Time	Arrival Date & time	Distance in km by shortest route	Mode of travel	Class of Accommodation used	Single fare	Total fares paid	Remark If any
Outward Journey							
Return Journey							

8. (i) Total amount of claim Rs.....

(ii) Amount of advance, if any, drawn on Rs.

9. (i) Particulars of journey(s) if higher class of accommodation than the one to which the staff member is entitled was used (sanction No. and date to be given)

Place From	Place To	Mode of conveyance	Class to which entitled	Class by which actually traveled	Single fare	Total Fare paid

(ii) Difference of fare : Higher fare paid Rs.....

: Entitled fare Rs.....

10. Particulars of journey (s) performed by road between places connected by rail :-

Name of place From	To	Actual Mode of travel/fare paid per person Class to which entitled	Entitled Rail fare Per person
		Total amount of claim :	

Certified that :-

1. The information as given above is true to the best of my knowledge and belief.
2. That my husband/wife is not employed in University/Government service or equivalent service/that my husband/wife is employed in University/Government 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.....
3. That my husband/wife for whom LTC is claimed by me is employed in (name of the Public Sector Undertaking/ Corporation/Autonomous Body, etc) which provides Leave travel Concession facilities but he/she has not preferred and will not prefer any claim in this behalf from his /her employer.
4. That my wife/husband for whom LTC is claimed by me is not employed in any 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.
5. That I have not submitted any other claim for HTC/Leave Travel Concession in respect of myself or my family members in respect of the block years..... to.....
6. That I have already drawn TA for the HTC/LTC in respect of journey performed by me/my wife with children. This bill is in respect of the journey performed by my wife/myself with children none of whom traveled with the earlier party for this block of 2/4 years.
7. That this is the only bill I am submitting for self and family in respect of the block years in question; there will be no other bill.
8. The journey has been performed by me/my wife with children named in Col 5 above, to the declared home town viz.....
9. That I have/have not drawn an advance in respect of this journey.
10. I enclose the following journey tickets (In original)

Date :

Signature

PART 'B'

Certified that

1. Necessary entries have been made in the LTC Register Page No..... and Service Book of Dr/Shri/Smt/Kum.....
2. The home town (in case of HTC) as recorded in the Service Book has been verified.
3. The staff member had given prior intimation for availing LTC/HTC before the journey was undertaken and the same is available in personal file.
4. Dr/Shri/Smt/Kum.....has rendered continuous service of one year or more on the date of commencing the outward journey.

Forwarded to Account Section

Signature of Dealing Assistant

Signature of SO (Administration)

Signature of A.O

PART-C

(TO BE FILLED IN BY THE ACCOUNTS SECTION)

1. The net entitlement on account of HTC/LTC works out to be Rs.....
(Rupees..... as detailed below
 - (a) Railway/Air/Bus/Steamer fare Rs.
 - (b) Amount of advance drawn vide Vr No..... dated..... Amount Rs.....
Balance amount Recoverable/Payable Rs.....

Note : Recoverable amount if any, should include penal interest, if chargeable. If not chargeable, the reason to be recorded in writing and approved by the Principal.

2. The expenditure is debit able to.....

Dealing /Asst

So A/C

Bursar

Principal