



# TEZPUR UNIVERSITY

## BILL FOR LEAVE TRAVEL CONCESSION

Block Year ..... To.....  
 (Note: To be prepared in Duplicate- one for payment and other for office copy)

### PART – A

To be filled by the employee

1. Name: \_\_\_\_\_ 2. Designation: \_\_\_\_\_  
 3. Present Basic Pay: \_\_\_\_\_ 4. Place of visit: \_\_\_\_\_  
 5. Nature & period of leave sanctioned \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
 6. Particulars of members of family in respect of whom LTC has been claimed.

Sl. No.	Name	Age	Relationship with employee

7. Details of journey performed by the employee & the members of his family

Departure			Arrival			Distance	Mode of Travel Air/Rail/Road	Class	Fare	No. of fares	Amount	Remarks (Indicate Ticket Nos.)
Date	Time	From	Date	Time	To							

- (i) The information as given above is true to the best of my knowledge and belief.
- (ii) That my husband/wife is employed/not employed in Govt. Service and that 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 years \_\_\_\_\_.
- (iii) 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 LTC facilities but he/she has not preferred and will not prefer any claim in this behalf to his/her employer.
- (iv) That my wife/husband for whom LTC is claimed by me is not employed in any public sector Undertaking/Corporation/Autonomous Body etc financed wholly or partly by the Central Government or a Local Body which provides LTC facilities to its employees and their families.
- (v) The journey has been performed by me/my wife with children/ \_\_\_\_\_  
to the declared hometown, viz, \_\_\_\_\_.
- (vi) I have not submitted any other claim so far for LTC in respect of myself for my family members in respect of the Block Year \_\_\_\_\_.

**Signature of the Employee**

**PART – B**

**(To be filled by the Administration Branch)**

1. The entitlement of the claim has been scrutinized.
2. Advance of Rs.....  
is recovered from the claim vide order No..... dt.....
3. Certified that Sri/Smt.....  
Has rendered continuous services of .....years on the date  
.....of.....
4. Certified that the necessary entries as required under para 3 of the Ministry of Home Affairs  
OM 43/ 1/ 55 Estt(a) dated 11.10.1956 have been made in the service book of  
Sri/Smt.....  
Date..... Signature & Designation of the Officer

Countersigned

Vice-Chancellor

**PART – C**

**(For use in Finance Section)**

Bill No. .... Date..... Debit  
Section A-Revenue Account  
Miscellaneous  
LTC grant  
Name..... Amount budgeted: Rs.....  
Expenditure : Rs.....  
Value of this bill : Rs.....  
Balance available : Rs.....  
Net entitlement of claim : Rs.....  
Less: Amount advance : Rs.....  
Net payable : Rs.....  
Entered in LTC register at page.....  
Passed for Rs.....

Jr. Accountant

Asstt. Finance Officer

Finance Officer

**(For use in Cash Section)**

Paid by cheque.....

Cashier