

## भारतीय पेट्रोलियम और ऊर्जा संस्थान INDIAN INSTITUTE OF PETROLEUM AND ENERGY

## **LEAVE TRAVEL CONCESSION (LTC) CLAIM**

1	Name of the Employee										
2	Designation & Employee Code										
3	Department										
4	Pay Level & present Basic Pay										
5	Sanc	tion Let	ter No.	& date							
6	Advance drawn Rs.										
7. Pa	rticula	ars of m	embers	of family i	n respect	of whor	n the LTC, I	has been cl	aimed/ avai	led:	
SI	Name					DoB/ Age		Relationship with the employee			
(i)											
(ii)											
(iii)											
(iv)											
(v)											
(vi)											
8. De	etails c	of journe	ey(s) pe	rformed by	y employe	ee & the	members o	of his/her fa	mily:		
	Departure										
			ı	Arrival		1	Mode of	Class	Distance	Fare	Details
Depa Statio		Date	Time	Arrival Station	Date	Time	Mode of Journey (Rail/Air/ Road)	Class of travel	Distance (in Kms)	Fare (in Rs.)	Details of PNR/ Flight
		Date	Time		Date	Time	Journey (Rail/Air/	of		(in	of PNR/
		Date	Time		Date	Time	Journey (Rail/Air/	of		(in	of PNR/
		Date	Time		Date	Time	Journey (Rail/Air/	of		(in	of PNR/
		Date	Time		Date	Time	Journey (Rail/Air/	of		(in	of PNR/
		Date	Time		Date	Time	Journey (Rail/Air/	of		(in	of PNR/
		Date	Time		Date	Time	Journey (Rail/Air/	of		(in	of PNR/
		Date	Time		Date	Time	Journey (Rail/Air/	of		(in	of PNR/
Statio	on			Station			Journey (Rail/Air/ Road)	of travel		(in	of PNR/
Statio	Amou	unt Clair	med (in	Station  Rs.)			Journey (Rail/Air/ Road)	of travel		(in	of PNR/
Statio  Total Less:	Amou	unt Clair	med (in	Rs.)	)		Journey (Rail/Air/ Road)	of travel		(in	of PNR/
Statio  Total Less:	Amou	unt Clair	med (in	Rs.)	)		Journey (Rail/Air/ Road)	of travel		(in	of PNR/

## **Certified that:**

	nitted any other claim f the block of the years <sub>-</sub>			ect of myself/ wife/ family
<ol> <li>I have already wife/ my self with</li> <li>I have not alre</li> </ol>	drawn TA for Leave T children none of ady drawn TA for the L	ravel Concession in whom travelled with eave Travel Conces:	respect of the good the party on the sion in respect of	of a journey performed by
	children none of ion in respect of journe			ne earlier occasion. in respect of the
two years	and this claim is in resp	ect of the journey p	performed by me	e in the year
This is against the con	cession admissible once are living away from m	e every year in a pre	scribed block for	r visiting home town as all
5. The journey ha	s been performed by m	e/ my wife with		the declared home town
VİZ	Or hand/wife is not er	under LTC (Any	where in India). Service/Public	Sector Undertaking or
Corporation/Govt Auto		iipioyed iii Govt.	Service/1 ablic	Sector officertaking of
Autonomous Body not been availed by concerned block of ye claim from his/her emp 8. I fully understa and these are acceptal	him/her separately for ars to bloyer for the same bloom the rules & regulation to me.	(Name of the Organ himself/herself or from that k year. ons of the Institute	ization) and Lea for any of the organization. H & Govt of India	iking or Corporation/ Govt ave Travel Concession has family members for the e/she will not prefer, any a in force for availing LTC
	n as given above is true	•	_	elief.
•	bus tickets/air tickets w made in this approved			
Date:	S	ignature of the En	nployee:	
	Part-B (for th	e use by Accounts	<u>Division)</u>	
Bill is checked and adn	nitted for the amount as	per details below		
	Particulars			Amount (Rs.)
Amount Claimed				
Amount approved for particles Airfare		Dond force		
Less Advance drawn	Kali lale	_ Kodu lale		
Net amount payable to	(self/ Institute)			
December of the second of the second		(D-		,
				).
The above expenditure	e is debitable to LTC hea	ad of account		
Dealing Asst.	Supdt (Accts)		IA	Registrar/Director
Recovery/ payment ma	nde vide	Date o	f Recovery/ payı	ment: