**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 | Sanction Letter No. & date  |  |
| 6 | Advance drawn Rs. |  |

7. Particulars of members of family in respect of whom the LTC, has been claimed/ availed:

|  |  |  |  |
| --- | --- | --- | --- |
| Sl | Name | DoB/ Age | Relationship with the employee |
| (i) |  |  |  |
| (ii) |  |  |  |
| (iii) |  |  |  |
| (iv) |  |  |  |
| (v) |  |  |  |
| (vi) |  |  |  |

8. Details of journey(s) performed by employee & the members of his/her family:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Departure | Arrival | Mode of Journey (Rail/Air/Road) | Class of travel | Distance(in Kms) | Fare(in Rs.) | Details of PNR/ Flight |
| Station | Date | Time | Station | Date | Time |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

Total Amount Claimed (in Rs.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Less: Advance drawn amount (if any) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Balance due to Self/ Institute \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: Signature of the Employee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Certified that:**

1. I have not submitted any other claim for Leave Travel Concession in respect of myself/ wife/ family members in respect of the block of the years \_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_.

2. I have already drawn TA for Leave Travel Concession in respect of the journey performed by my wife/ my self with \_\_\_\_\_\_\_\_ children none of whom travelled with the party on the earlier occasion.

3. I have not already drawn TA for the Leave Travel Concession in respect of a journey performed by me/ my wife with \_\_\_\_\_\_\_\_\_ children none of whom traveled with the party on the earlier occasion.

4. Travel Concession in respect of journey performed by me in the year \_\_\_\_\_\_\_\_\_ in respect of the two years \_\_\_\_\_\_\_\_\_ 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 family are living away from my place of work.

5. The journey has been performed by me/ my wife with \_\_\_\_\_\_\_ children to the declared home town viz\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ under LTC (Anywhere in India).

6. That my husband/wife is not employed in Govt. Service/Public Sector Undertaking or Corporation/Govt Autonomous Body.

7. That my husband/wife is employed in Govt. Service/ Public Sector Undertaking or Corporation/ Govt Autonomous Body……………………………………. (Name of the Organization) and Leave Travel Concession has not been availed by him/her separately for himself/herself or for any of the family members for the concerned block of years …………….…. to ………..……….from that organization. He/she will not prefer, any claim from his/her employer for the same block year.

8. I fully understand the rules & regulations of the Institute & Govt of India in force for availing LTC and these are acceptable to me.

9. The information as given above is true to the best of my knowledge and belief.

10. Railway tickets/bus tickets/air tickets with boarding pass are enclosed.

11. No changes are made in this approved format of the claim form.

**Date: Signature of the Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Part-B (for the use by Accounts Division)**

Bill is checked and admitted for the amount as per details below

|  |  |
| --- | --- |
| **Particulars** | **Amount (Rs.)** |
| Amount Claimed |  |
| Amount approved for payment Airfare \_\_\_\_\_\_\_\_\_\_\_\_ Rail fare \_\_\_\_\_\_\_\_\_\_\_\_ Road fare \_\_\_\_\_\_\_\_\_\_\_ |  |
| Less Advance drawn  |  |
| Net amount payable to (self/ Institute) |  |

Passed for payment/ recovery of Rs. \_\_\_\_\_\_\_\_\_\_\_ (Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_). The above expenditure is debitable to LTC head of account \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Dealing Asst. Supdt (Accts) IA Registrar/Director

Recovery/ payment made vide \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Recovery/ payment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_