



School Of Planning and Architecture, Vijayawada

APPLICATION FOR L.T.C.

1. Emp.No. _____ Name of the Employee: _____
2. Designation: _____ Department: _____
 - (a) Leave applied for _____ days as under :
 - (b) E.L. from _____ to _____
 - (c) HPL from _____ to _____
 - (c) C.L. from _____ to _____
 - (d) RH falling on _____
 - (e) Prefix From _____ to _____
 - (f) Suffix From _____ to _____
 - (g) Block Year _____
3. Basic Pay Rs. _____ Gr.PayRs. _____
4. Place of Visit Home Town / Anywhere in India _____
5. Nearest Railway Station _____
6. Route particulars via shortest route _____
7. Date of Journey _____ Date of return _____
8. Name, age and relationship of the family members and self intending to travel :-

Sl No	Name	Relation	Age (Yrs)

9. Amount of Advance required Rs. _____

I declare that the above particulars are correct to the best of my knowledge and belief. I also undertake to submit claim of journey expenses within stipulated time after completion of the return journey. I also undertake to refund the advance in case the concession is not availed due to any reasons within a week of the drawl of advance.

Date:

(Signature of the Employee)

Note:- Original copy of ticket for verification must be produced to Admn. Dept. before journey.



School Of Planning and Architecture, Vijayawada

LEAVE TRAVEL CONCESSION CLAIM

For the Block of year _____ to _____

PART – A

(To be filled by the Government Servant)

1. Emp.No. _____ Name: _____
2. Designation: _____ Dept. _____
3. PayRs. _____ Gr.PayRs. _____ Headquarter: _____
4. Nature and Period of leave sanctioned EL/HPL/CL From _____ to _____
5. Particulars of Family Members i.r.o whom the Leave Travel Concession has been claimed.

Sl. No	Name	Age	Relationship with the Govt Servant

6. Details of Journey (s) performed by Government servant and the members of his/ her family.

Departure		Arrival		Distance in K. M.	Mode of travel Train name & number	to & Class of Accommodation used Ticket No. & PNR No.	No. of Fares	Fares Paid Rs.	Remarks
Place	Date	Place	Date						

7. Amount of advance if any, drawn: Rs. _____

8. Particulars of Journey (s) for which higher class of accommodation than the one to which the Government Servants entitled was used (Sanction No & date to be given).

Place		Mode of Conveyance.	Class to which entitled	Class by which actually Travelled	No of Fares	Fares Paid Rs.
From	To					

9. Particular of journey's performed by seat between places connected by rail.

Name of Place		Class to Which Entitled	Rail Fare Rs.
From	To		

CERTIFIED THAT:

- The information as given above is true to the best of my knowledge and benefit.
- That my husband / wife is not employed in Government services / that my husband / wife is employed in Govt. 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 _____

Date:

Signature of the Government Servant

PART – B

(To be filled in by the Finance Section)

1. The net entitlement of account of leave travel concession works out to Rs. _____ (Rupees) as detailed below:

- | | |
|---|-----|
| (a) Railway / Air / Bus / Steamer fare | Rs. |
| (b) Less amount of advance drawn vide Vr. No. _____ dt. | Rs. |
| (c) Net Amount Payable / Receivable | Rs. |

2. The expenditure is debitable to _____

Assistant

Assistant Registrar(Finance)

Certified that necessary entries have been made in the Service Book of Shri/Ms. _____

(Signature of the officer authorised to attest entries in the Service Book)