

NATIONAL INSTITUTE OF PUBLIC FINANCE AND POLICY NEW DELHI

APPLICATION FOR CLAIMING REIMBURSEMENT OF TRAVEL EXPENSES CONNECTED WITH THE LEAVE TRAVEL CONCESSION

1. Name in (Block Letters) :
2. Designation :
3. Present pay :
4. Date of Joining the Institute :
5. Home Town (as declared under rules):
6. LTC claim for Home Town/Visiting Place :
 - i) (Name the place & strike of which is not applicable) :
 - ii) Nearest Railway Station (If not connected by rail) :
 - iii) Distance from Delhi by shortest route :
(Rail+Road+Steamer in Kilo Meters)
7. When was the concession last availed of for Home Town (Give block of years & date) :
8. When was the concession last availed of for Visiting place (Give block of years & date) :
9. Block of years for which L.T.C. is claimed :
10. Period & nature of leave during which journey to & from Home Town/Visiting Place were performed :

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(2)

11. Members of Family (including self) with their age and respective relationship with the staff member for whom concession is sought.

| Name | Relationship | Age |
|----------|--------------|-----|
| a) | | |
| b) | | |
| c) | | |
| d) | | |
| e) | | |
| f) | | |
| g) | | |
| h) | | |

12. Whether any part of the journey, otherwise connected by rail was conformed by road or steamer :

13. Class of accommodation on Railway by which :

i) Entitled :

ii) Actually travelled :

14. Particulars of travel such as ticket Nos. Cash receipts etc.

ONWARD JOURNEY:

From (place)..... to (Place).....

Date of Departure.....Date of arrival.....

Time of Departure.....Time of arrival.....

| Ticket Nos./Money receipt Nos. | Fare per ticket | Total fare (Outward) |
|--------------------------------|-----------------|----------------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |

RETURN JOURNEY :

From (place..... To (place.....

Date of Departure..... Date of Arrival.....

Time of Departure..... Time of Arrival.....

| Ticket Nos./Money receipt Nos. | Fare per ticket | Total fare (inward) |
|--------------------------------|-----------------|------------------------|
|--------------------------------|-----------------|------------------------|

1.

2.

3.

4.

5.

15. Any other information which the application likes to give :

16. Amount of the Advance Drawn :

Signature of staff Member

1. Certified that I and/or the member of my family have actually travelled by the class of accommodation for which concessions has been claimed.

2. I have not submitted any other claim so far for Leave Travel Concession in respect of my self or my family members in respect of the block year of two/four years 200.....200.....

3. i) I have already drawn leave Travel Concession in respect of a journey performed by me/my wife with.....children.

ii) This claim is in respect of journey performed by my wife/myself with..... Children not due whom travelled with the party on the earlier occassion.

THAT MY HUSBAND/WIFE IS EMPLOYED :

3. That my Husband/Wife is Employed and concessions has not been availed of by him/her separately for the concerned block of two/four years.

★ Delete which is not applicable

/vws.

Signature of the Staff Member

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PART -B

(To be filled in the Administration Section)

Certified that necessary entries have been made in the service record of
Shri/Smt/Kum.....

Dealing Assistant

Administrative Officer

PART -C

(To be filled in by the Accounts Section)

1. The net entitlement on account of the travel concession works out to Rs.....
(Rupees as detailed below)

a) Railway/Air/Bus Fair

b) Less Amount of advance drawn vide Vr. No.

Dated

Net Amount

2. Entered on Page No.....

The claim may be approved for Rs.....

Dealing Assistant

Accounts Officer

Approved for Rs.....

Secretary/Director