

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.)  
**National Institute of Electronics and Information Technology (NIELIT)**

(इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार की एक स्वायत्त संस्था)  
 (An Autonomous Society under Ministry of Electronics & Information Technology, Govt. of India)

Electronics Niketan, 6 CGO Complex, New Delhi-110003

**LEAVE TRAVEL CONCESSION FOR THE BLOCK YEAR \_\_\_\_\_**

Note :- This bill should be produced in duplicate

PART-a

(To be filled by the employee)

1. Name \_\_\_\_\_
2. Employee code \_\_\_\_\_
3. Designation \_\_\_\_\_
4. Wing/Section/Department \_\_\_\_\_
5. Pay Scale \_\_\_\_\_
6. Nature of Leave sanctioned/availed of EL/CL- from \_\_\_\_\_ to \_\_\_\_\_
7. Block year for LTC claimed \_\_\_\_\_
8. Place of visit/Destination \_\_\_\_\_
9. Particulars of the family members in respect of whom LTC has been claimed

Sl. No.	Name of Employee	Age	Relationship with employee
1			
2			
3			
4			
5			

10. Details of journey (s) performed by employee and family members.

Date & time of departure	From	Date & time of Arrival	To	Distance (in kms.)	Mode & class of Accommodation	No. of Persons	Fare paid & Ticket Nos.	Train Name

11. Amount of advance, if any, drawn Rs. \_\_\_\_\_



12. Particulars of journey(s) for which higher class of accommodation than the one to which the employee is entitled, was used (Sanction No. & date to be given)

Place	Mode of conveyance used	Class to which entitled	Class by which actually traveled	Nos. of Fares	Fare paid

13. Particulars of journey(s) by road between the places connected by Rail.

Name of Place		Class to which entitled	Fare paid
From	To		

### CERTIFICATE TO BE GIVEN BY THE EMPLOYEE

Certified that the :-

- Information given above is true to the best of my knowledge and belief.
- That my Husband/wife is not 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 block year for which this LTC is claimed.
- I have not submitted any other claim for LTC in respect of myself or my family members in respect on the said block year.
- ..... LTC in respect of a journey performed by me/my wife with ..... children. This claim is in respect of the journey performed by my wife/myself with ..... children, none of whom traveled with the party on the earlier occasion.
- The journey has been performed by me/my wife with children to be declared hometown/anywhere in India viz. ....



- (3)
6. 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 providing leave will not prefer, any claim in this behalf to his/her employees and their families.
  7. That my wife/husband for whom LTC is claimed by me is not employed in any public Sector Undertaking/Corporation/Autonomous Body financed wholly or partly by the Central Government of a Local Body, which provides LTC facilities to its employees and their families.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**PART-B**  
**CERTIFICATE TO BE GIVEN BY ADMINISTRATION WING CERTIFIED:-**

1. That Sh./Smt. Km \_\_\_\_\_ has rendered continuous service for more than year on the date of commencing the onward journey.
2. Those necessary entries are required under Para 3 of Ministry of Home Affairs O.M. No. 43/1/55 Estes. (a) Part-II dated 11<sup>th</sup> Oct, 1956 have been made in the services book of the above named employee.
3. That he/she was sanctioned and LTC advance of Rs. \_\_\_\_\_ on \_\_\_\_\_ for visiting \_\_\_\_\_ for the block year \_\_\_\_\_.
4. Further that he/she not been sanctioned any LTC advance for above journey. However, he/she has given intimation to P&A Wing about his/her intention to avail LTC for visiting \_\_\_\_\_ for the block year \_\_\_\_\_ (\*strike out which is not applicable)

(Authorized signature from P&A Wing)

**PART - C**  
**TO BE FILLED BY THE FINANCE WING**

1. The net entitlement on account of Leave Travel Concession works out to Rs. \_\_\_\_\_ as detailed below.
  - a) Railway/Air/Bus/Steamer fare Rs. \_\_\_\_\_
  - b) Less: Amount of the advance Rs. \_\_\_\_\_ drawn vide bill no. \_\_\_\_\_ dated \_\_\_\_\_

**Net amount Payable**

**Rs. \_\_\_\_\_ (Rupees)**

\_\_\_\_\_ ) dated \_\_\_\_\_.

(Authorise signature from Finance Wing)

Jt. Director (Fin)/ Chief Finance Officer