

مولانا آزاد نیشنل اردو یونیورسٹی  
 MAULANA AZAD NATIONAL URDU UNIVERSITY  
 (A Central University established by an Act of Parliament in 1998)



(Accredited "A" Grade by NAAC)  
 Bill for Leave Travel Concession for the Block Year \_\_\_\_\_ To \_\_\_\_\_  
**PART - A**

To be filled by the Employee,

1. Name: \_\_\_\_\_
2. Designation: \_\_\_\_\_
3. Basic Pay: \_\_\_\_\_
4. Place of Visit: \_\_\_\_\_
5. a) Nature & period of leave: EL/ Commuted Leave/CL/Other (pl specify):.....
- b) Period of Leave sanctioned (Copy to be enclosed): Days: .....from:.....to.....

**6. Particular of members of the family in respect whom LTC has been claimed:**

S.No	Name	Age	Relationship with the Employee
1.			
2.			
3.			
4.			
5.			
6.			
7.			

**7. Details of journey performed by the employee & the members of his family:**

Departure		Arrival		Distance KMS	Mode of Travel		Class	Fare	No. of Fares	Amount	Remarks indicate Ticket Nos.
Date & Time	From	Date & Time	To		Rail	Road					

<b>Advance Drawn</b>	₹
<b>Total</b>	₹
<b>To be Reimbursed/Remitted in the Bank dt.</b>	₹

1. The information as given above is true to the best of my knowledge and belief.
2. That my Husband/Wife is not employed in "Government service/that my Husband/Wife is employed in government 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.
3. That my Husband/Wife for whom LTC is claimed by me is employed in .....(Name of Public sector Undertaking/Corporation/Autonomous body etc)which provides the Leave Travel Concession Facilities but he/she had not preferred and will not prefer any claim in his behalf to his/her employer and
4. That my Wife/Husband for whom LTC is claimed by me is not employed in any Public sector/Undertaking/Corporation/Autonomous body financed whole or partly by the Central Government of a Local Body, which provides LTC facility to its employees and their families.
5. The Journey has been performed by me/my wife with children/..... to the declared hometown/anywhere India, viz.....
6. I have not submitted any another claims so far LTC in respect of myself or my family members in the Block Years 20.....-20.....

Date:

Signature of the Employee

Note: To be prepared in Duplicate – One for the Payment and other office copy.

