

ZAKIR HUSAIN POST GRADUATE EVENING COLLEGE, NEW DELHI-110002

Bill of Leave Travel Concession for journey to Home -town / any place in India once in 4 years.

Block Year: _____ Home-town: _____ Basic Pay: _____

(Place Visited)

Name: _____ Designation _____ Deptt. _____

Detail of Family				Tickets No.						
S.No.	Name		Age	Relation-ship		For Forward Journey		For Return Journey		
1.										
2.										
3.										
4.										
5.										
6.										
Departure			Arrival		Mode OF Journey	Name of Train	Class in Which Travelled	Distance in K.M.	No. of Tickets. & rate per ticket	Amount Rs.
Date	Station From	Date	Station TO							

Dated _____

Signature _____

CERTIFICATE TO BE GIVEN BY THE PRINCIPAL

CERTIFIED:-

- i) that Shri/Smt./Kumari (name of the College Employee) _____ has rendered continuous service for one year or more on the date of commencing the outward journey.
- ii) that necessary entries as required under para 3 or the Ministry of Home Affairs O.M. No.43/1/55 Rsts. (A) Part IIInd , date the 11th October , 1950 have been made in the Service Book of Shri/Smt./Kumari (the aforesaid person).

Dated: _____

Signature of the Principal

CERTIFICATE TO BE GIVEN BY THE COLLEGE EMPLOYEE:-

1. I have not submitted any other claim so far for leave travel concession in respect of myself or my family members in respect of the block of the years 20____ to 20____ .
2. I have already drawn T.A. for the Leave Travel Concession in respect of 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.
3. I have not already drawn T.A. for the Leave Travel Concession in respect of a journey performed by me/my wife with _____ child/children none of whom availed of the concession relating to the block.
4. I have already drawn T.A. for the Leave Travel Concession in respect of a journey performed by me in the year 20____ in respect of block of two years 20____ 20____ . This is against the concession admissible once every year in a prescribed block for visiting home town as all the members of my 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 _____ .
6. That my husband /wife is not 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 concession block of two years.

Dated: _____

Signature of the Claimant