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| Logo.PNG | | **INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, KALYANI**  *An Institute of National Importance*  (Autonomous Institution under MOE, Govt. of India &  Department of Information Technology & Electronics, Govt. of West Bengal) | |
| **All India LTC/Hometown LTC** | | **Block Year: 2022-2023 / 2024-2025 / 2022-2025** | |
| **Application for Claiming Leave Travel Concession** | | | |

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| Name | : |  |  |  |
| Employee Code | : |  | Designation | : |
| Department | : |  | Basic Pay Rs. | : |
| Date of entering in the Service | : |  | Hometown as recorded in the Service Book | : |
| Place of Visit | : |  | Period of Leave | : |
| Date of commencement (Outward) of journey | : |  | Proposed date of return (Inward) journey | : |
| Nearest Railway Station / Airport (as applicable) | : |  | Proposed mode of journey: By Rail/Ship/Air/Bus or any other | : |
| Class of accommodation entitled to Air/Rail/Ship/Bus or any other | : |  | Single Air/ Rail fare/bus fare from the headquarters to hometown/place of visit by shortest route | : |



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| The date of approval obtained for Leave Travel  (Enclose the approval copy) | | | | : |  | |
| Whether wife/husband is employed and if so whether entitled to LTC | | | | : |  | |
| Whether the concession is to be availed for visiting Hometown/ Anywhere in India, and if so, block for which LTC is to be availed | | | | : |  | |
| Persons in respect of whom LTC is proposed to be availed | | | | : |
| S. No | Name | Age (Y-M-D) | | | Relationship | |
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Particulars of travel cost with supporting payment receipt and name of station/place between when journey was performed.

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| (A) | OUTWARD JOURNEY: From ……………………………………… To …………………………………. | | | |
| **S. No.** | | **Name of Transport** | **Ticket /Money Receipt No.** | **Fare (Rs.)** |
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| (B) | INWARD JOURNEY: From ……………………………………… To …………………………………. | | | | | | | | | |
| **S. No.** | | **Name of Transport** | | | **Ticket /Money Receipt No.** | | | **Fare (Rs.)** | | |
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| 1. | (a) The amount of advance taken, if any:  Amount of Advance: Rs. ……………………… Bill No. …………………….. Dated …………………… | | | | | | | | | |
|  | (b) Details of refund, if any, Payment Receipt No. ……………………. Dated …………. Rs. ………..... | | | | | | | | | |
| 2. | Failure to give advance intimation, change of destination etc., if any, for which permission is sought with reason thereof: | | | | | | | | | |
| 3. | Certified that I have not submitted any other claim so far for LTC in respect of the place Two years from ……………………. to ……………………… . | | | | | | | | | |
| 4. | Certified that I have already drawn TA for LTC in respect of journey performed by me/my spouse with ………….. children none of whom travelled with the part on the early occasion. | | | | | | | | | |
| 5. | The journey has been performed by me/my spouse with children to the declared Hometown / Place of visit, Viz. ………………………………………………………………………………… | | | | | | | | | |
| 6. | That my spouse is not employed in Government Service or similar organization and the concession has not been availed of by him/her separately for himself/herself of any of the family members for the concerned block of two years/Four years. | | | | | | | | | |
| 7. | Certified that I have already drawn TA for the LTC in respect of a journey performed by me in the year ……………………. in respect of Block year ……………………. This claim is in respect of the journey performed by me in the year ………………….. . This is against the concession admissible once in every year in prescribed block for visiting Hometown all the members of my family are living away from my place of work. | | | | | | | | | |
| 8. | In case the particulars furnished by me, or evidence submitted un the TA Bill for the journey undertaken by me are found incorrect after drawl of LTC advance or after adjusting of LTC, the whole amount of advance shall be recovered from my salary without prejudice to any action as per rules. | | | | | | | | | |
|  | **Signature of the employee (with date)** | | | | | | | | | |
| **FOR OFFICE USE ONLY** | | | | | | | | | | |
| FOR USE IN THE ESTABLISHMENT SECTION | | | | | | | | | | |
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| Necessary entries have been made in the Service Book. **The proposed journey is admissible and falls under 2 years LTC (Hometown) /4 years LTC (All India) within the block from to .** The family members to whom claim has been submitted is covered under LTC Rules. The entries in the claim overleaf are verified and found to be in order with the Personal Records. Necessary entries regarding LTC have been made in his Service Book at page no. …………………. .  The Bill may be processed after further verifications. | | | | | | | | | | |
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| **Junior Assistant** | | |  | | | | **Assistant Registrar (Administration)** | | | |
| FOR USE IN THE ACCOUNTS SECTION | | | | | | | | | | |
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| Date: . | | | | | | | | | | |
| The net entitlement on account of leave travel concession works out to Rs……………………….  (Rupees………………………………………………………………………………)  as detailed below-  (a) Railway/Air/Bus/Steamer fare …. … …. …Rs. P.  (b) Less amount of advance drawn vide Vr. No………, dated………..  Net amount Rs. | | | | | | | | | | |
| Certified that the Travel cost of Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Rupees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ only) under Leave Travel Concession Rules may be sanctioned. | | | | | | | | | | |
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| **Junior Assistant** | | |  | | | | **Assistant Registrar (Finance)** | | | |
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| **SANCTIONED** | | | | | | | | | | | |
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| **REGISTRAR / DEPUTY DIRECTOR /DIRECTOR** | | | | | | | | | | | |

