

**INDIAN INSTITUTE OF TECHNOLOGY, BOMBAY**

**LEAVE TRAVEL CONCESSION BILL**

Name \_\_\_\_\_ / To be filled in by Admn. Section.  
 Designation \_\_\_\_\_ / Sr. no. of TA Inward  
 Deptt-Section \_\_\_\_\_  
 Salary Code No. \_\_\_\_\_ / Register  
 Pay - Rs. \_\_\_\_\_ / Date of Receipt

Particulars of Journey and Halts						kind of journey i.e. by Rail (Mail or Passenger), Steamer, Air/Road/Trolley and class of Acmdtn./ Distance	No .of Fares	Amount	Remarks
Departure			Arrival						
Station	Date	Hour	Station	Date	Hour				

Total Amount claimed Rs. \_\_\_\_\_

Less : Deduction Rs. \_\_\_\_\_  
 Advance / vide Vr. No.

Date:

Net Claim Rs. \_\_\_\_\_

Date:

Signature of the Claimant

Passed for Rs. \_\_\_\_\_

**CERTIFICATES TO BE GIVEN BY THE EMPLOYEE**

1. I have not submitted any other claim so far Leave Travel concession in respect of myself or my family member in respect of block of two / four years 200
2. The journey has been performed by me / my wife with children to the declared home town / any palce in India viz.  
\_\_\_\_\_
3. That my husband / wife is not employed in Instt. / Govt. Public Sector Undertaking/corporation/Autonomous Body and any other Organistion which provides L.T.C. facilities to its employees. That my husband/wife is employed in the Institute/Govt./Public Sector Undertaking/Corporaton/Autonomous body and any other Organistion which provide LTC facility to its employees and their families but he/she has not preferred and will not prefer any claim in this behalf to his/her employer.
4. Certified that distance for Road journey shown in the bill are correct to the best of my knowledge and beelif.
5. An advance of Rs. \_\_\_\_\_ was drawn by me for this purpose.
6. Certified that I have travelled in the class of accommodation not lower than that for which fares were claimed in this bill and to which I am entitled.
7. Certified that journeys mentioned in this bill has not been preferred not will be preferred or nor paid from any other source.
8. Certified that concessional railway/air ticket was / was not purchased.

Signature of the Employee

**CERTIFICATE RO BE GIVEN BY THE CONTROLLING OFFICER**

1. The concession was not availed of more that one in two calenders years
2. The journey was performed actually to the declared 'Home / any palce in India of the member of the staff is recorded in the Service Book.
3. I/\_\_\_\_\_Name of the member of the staff has rendered continous service for one year or more on the date of performing this journey.
4. The above certificates tally with entries made in the Service Book of \_\_\_\_\_
5. The husband/wife of the member of the staff is not employed in the Institute or that the husband/wife of the member of the staff is employed in the Institute and the concession has been drawn only once for the family
6. The member of the staff was actually on leave/vacation and before proceeding on leave he/she actually gave his/her intention of availing the concession.

Admitted                      Rs. \_\_\_\_\_  
Disallowed/Added        Rs. \_\_\_\_\_

DY. DIRECTOR / REGISTRAR  
DY. REGISTRAR, IIT BOMBAY

Sr. Audit Officer

ASST. REGISTRAR (AUDIT)