

KAMALA NEHRU COLLEGE

(UNIVERSITY OF DELHI)

AUGUST KRANTI MARG, NEW DELHI-110049

REIMBURSEMENT OF CLAIM OF B.I.L FOR LTC/HTC FOR THE BLOCK YEAR.....

1. Name of the employee _____ Basic Pay Rs. _____
2. Details of family for which the concession is claimed.
- | (i) Name of (dependent) family members | (ii) Age | (iii) Relationship with the employee concerned. |
|--|----------|---|
| 1. _____
Self | _____ | _____ |
| 2. _____ | _____ | _____ |
| 3. _____ | _____ | _____ |
| 4. _____ | _____ | _____ |
| 5. _____ | _____ | _____ |
3. Destination of availing H.T.C. _____
4. Declared destination of visit for purpose of L.T.C. _____
5. Total fare claimed Rs. _____ (details P.T.O. railway ticket no., cash receipts to be attached)
6. Certified that (i) None of the above dependent members has income from any source, including pension exceeds Rs. 1500/- p.m.
(ii) Children getting stipend, Scholarship etc. in excess of Rs. 1500/- p.m. are not included in this claim form.
(iii) The spouse whose travel concession being claimed above is residing with me.
(iv) Declaration of family for the purpose of HTC/LTC has been brought on office record.

Dated _____

Signature of employee

CERTIFICATE TO BE GIVEN BY THE EMPLOYEE

1. I have not submitted any other claim so far for HTC/LTC in respect of myself or my family members/the block of two year/four year 20 _____ and 20 _____
2. The Journey has been performed by me/my husband/wife with children to the declared "Home-Town" viz _____ / declared destination of visit (LTC) viz _____
3. That my husband/wife is employed in Government/University Service. The concession allowed has not been availed of & will not referred for any claim in this behalf to his/her employee, by him/her separately for himself/herself for the concerned block of 2/4 years. (A certificate from the employer of husband/wife to this effect to be submitted alongwith this claim).

(_____ (Name of office/organisation)

Dated _____

Signature of employee

Note : Delete whichever is not applicable

CERTIFICATE TO BE GIVEN BY THE EMPLOYER

1. Certified that Shri/Smt./Kumari _____ has rendered continuous service for one year or more on the date of commencing the outward Journey. He/She is likely to continue to serve the College for a period of 4 years from the date of his joining/resuming duty after having availed this concession.
2. Date of last HTC availed _____

- 3. Date of last L.T.C. availed _____
- 4. That necessary entries as required have been made in the service book of the employee and information supplied by him/her have been verified from office record.
- 5. The dependent have been checked and verified as per rules.

Dealing Asstt. _____ S.O. (Admn.)/S.P.A. _____ Signature of Principal _____
 Date _____

FOR USE IN ACCOUNTS DEPARTMENT

Passed for Rs. _____ (Rupees _____)
 debit LTC/HTC Account.

Dealing Asstt. _____
 S.O. (A/C's) _____ A.O. _____ Bursar _____ Principal _____

DETAILS OF JOURNEY PERFORMED.

S. No.	Date of Travel	From	To	Ticket No.	Class	Fare Paid

Passed for Rs. _____ (Rupees _____)
 Signature of Dealing Asstt. _____

I certify that I alongwith my family travelled from Delhi/New Delhi to _____ and back, as per details above & it may be reimburse to me.

Signature _____
 Date _____ Name _____

CERTIFICATE TO BE GIVEN BY THE EMPLOYER

Checked that Shri/Smt/Kuman _____
 is liable to continue to serve the College for a period of _____ from the date of his joining/returning duty after having availed this certificate.
 Date of last LTC availed _____