

**INSTITUTE OF HOME ECONOMICS  
(University of Delhi)**

**Bill for LTC claim**

(For use in the accounts Department)

A. Amount admissible as per rules Rs. \_\_\_\_\_

B. Amount of advance drawn Rs. \_\_\_\_\_

C. Balance amount payable to employee Rs. \_\_\_\_\_

Balance amount to be refunded by the employee

D. Debit head Leave-Travel Concession

Teaching/ Office/Library/Laboratory/Class IV Staff.

Dealing Assistant

S.O. Accts.

Bursar

Director