

Institute of Home Economics

(University of Delhi)

F-4, Hauz Khas Enclave, New Delhi-110016

REIMBURSEMENT OF CLAIM OF BILL 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 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 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 calim in this behalf t 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/Organization)

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 Director

Date _____

FOR USE IN ACCOUNTS DEPARTMENT

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

S.O. (A/C's)

A.O.

Bursar

Director

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.

Date _____

Signature _____

Name _____