



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

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 : _____

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

to be submitted in duplicate

Particulars of travel cost with supporting payment receipt and name of station/place between when journey was performed.

(A) OUTWARD JOURNEY: From To

S. No.	Name of Transport	Ticket /Money Receipt No.	Fare (Rs.)

(B) INWARD JOURNEY: From To

S. No.	Name of Transport	Ticket /Money Receipt No.	Fare (Rs.)

- (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.
- Failure to give advance intimation, change of destination etc., if any, for which permission is sought with reason thereof:
- Certified that I have not submitted any other claim so far for LTC in respect of the place Two years from to
- 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.
- The journey has been performed by me/my spouse with children to the declared Hometown / Place of visit, Viz.
- 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.
- 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.
- 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.

to be submitted in duplicate

Signature of the employee (with date)

