

**INSTITUTE OF CYTOLOGY & PREVENTIVE ONCOLOGY**

APPLICATION FOR CLAIMING REIMBURSEMENT OF TRAVELLING EXPENSES. FOR VISITING HOME TOWN UNDER THE MINISTRY OF HOME AFFAIRS OFFICE MEMORANDUM No.43/1/55-Estt(a)-Pt.II dated 11.10.1956 for VISITING ANY PLACE IN INDIA DURING BLOCK OF 4 CALENDAR YEARS

1. Name :
2. Designation :
3. (i) Home town as declared under Ministry of Home Affairs O.M.No.43/1/55-Estt.(a) Pt.II dated 11<sup>th</sup> October,1956.
- (ii) Nearest railway station to the home town (if not connected by rail).
4. Council's Letter No. and dated in which sanction for availing of LTC was granted. :
5. (i) Block year for which concession is being claimed. :
- (ii) Place of visit :
- (iii) Nearest railway station if not connected by rail. :

6.	Members of family, including self with their age, relationship with the employee for whom concession was availed.	<u>Self</u>	<u>Age</u>	<u>Relation</u>
		1		
		2		
		3		
		4		
		5		
		6		
		7		

7. Whether any part of the journey otherwise connected by rail :
8. Class of accommodation on railway by which :
  - 1 Entitled
  - 2 Actually travelled

9.	Particulars of travel ticket Nos. cash receipts form etc.	Outward journey from Tickets No.	Class	Particulars of cash receipt Fore	Date	To

Contd. to -2-

<u>DEPARTURE</u>			<u>ARRIVAL</u>				
<u>Station</u>	<u>Date</u>	<u>Time</u>	<u>Station</u>	<u>Date</u>	<u>Time</u>	1	
						2	
						3	
						4	
						5	
			Total				
			Return journey form		Class	Particulars to cash receipts	
			Ticket Nos.				
			Date _____				
			To _____				
			Fare			Distance	
<u>Station</u>	<u>Date</u>	<u>Time</u>	<u>Station</u>	<u>Date</u>	<u>Time</u>		
						1	
						2	
						3	
						4	
						5	
			Total				
10	Nearest station to the home town if not connected by train				:		
11	Whether any advance was drawn for the journey. If so, state amount of advance drawn.				:		
12	Any other information which the applicant may like to give.				:		

Signature of the employee

Name in full \_\_\_\_\_

Certified that I and / or the members of my family has actually travelled by the class of accommodation for which concession has been claimed.

Place:

Delhi:

Signature of the employee

CERTIFICATE

1. I have not submitted any other claim so far for leave travel concession in respect of myself or my family members in respect of block of two/four year 20\_\_\_\_\_ and 20\_\_\_\_\_.
2. I have already drawn/not drawn T.A for the leave travel concession in respect of a journey performed by me/my wife with \_\_\_\_\_ Children. This claim is in respect of the Journey/performed by my wife/myself with \_\_\_\_\_ children none of them travelled with the party on the earlier occasion.
3. The journey has been performed by me/my wife with children to the declared place of visit, viz. \_\_\_\_\_.
4. The journey has been performed by me/my wife with children to the declared place of visit, viz. \_\_\_\_\_.
5. That my/husband/wife is not employed in Government service  
That my husband/wife is employed in Government service and the concession has not been availed of him/her separately for himself/herself or any of the family members for the concerned block of two years/four years.
6. Certified that I and /or the members of my family and actual traveled by the class of accommodation for which concession has been claimed.
7. Certified that my children for whom LTC has been utilized are wholly dependent on me.
8. Certified that my/wife/husband is not employed in a Govt./Semi Govt./Private undertaking/or any other organization and is/is not entitled – L.T.C.
9. Certified that the major children for whom LTC has been utilized are not entitled – L.T.C.
10. Certified that my father/mother for whom L.T.C. has been claimed are wholly dependent on me and that his/her monthly income is Rs. \_\_\_\_\_.

Signature of the employee

CERTIFICATES TO BE GIVEN  
BY THE CONTROLLING OFFICER

Certified:

1. That Shri/Smt./Km. (Name of the employee \_\_\_\_\_) has rendered continuous services for one year or more than on the date of commencing the outward journey.
2. \* That necessary entire is as required under para.3 of the Ministry of Home Affairs O.M. No. 43/1/55. Ests. (A) Part – II, dated the 11<sup>th</sup> Oct., 1956, have been made in the Service Book of Shri/Smt./Km. \_\_\_\_\_.

Signature and Designation