

**SCHOOL OF OPEN LEARNING (CAMPUS OF OPEN LEARNING)
UNIVERSITY OF DELHI
DELHI - 110 007**

LTC/HTC CLAIM BILL

BLOCK YEAR: _____

HOME TOWN ADDRESS/PLACE OF VISIT: _____

1. Name and Designation of the Employee : _____
2. Basic Pay (Pay + G.P) : _____
3. Entitlement of Class (Rail/Air) : _____
4. Details of Leave Taken for Availing LTC (E.L/C.L) : _____
5. Details of Family Members who traveled :

S.N	Name	Age	Relationship with the Employee

6. Details of Journey :

Date	Date of Journey from		Mode of Journey and Class	PNR No./ Ticket No./ Receipt No./	Total Amount	Remarks
	Forward From	To				

7. Total Claim : _____
8. Advance Taken : Rs. _____ Cheque No. _____ Dated _____
9. Balance Amount : _____

Signature of the Employee
Cont.....2/-

Undertaking

1. I have not submitted any other claim so far for LTC/HTC for the block year _____ in respect of myself or my family members.
2. I have already taken T.A for LTC/HTC for the block year _____ in respect of journey performed by me/my wife with _____ children none of them traveled with the party on earlier occasion.
3. The journey has been performed by me/my wife with children to the declared Home Town/ Place of Visit from _____ to _____ and back.
4.
 - (i) That my husband/wife is not employed in the SOL/University of Delhi or elsewhere.
 - (ii) That my husband/wife is employed in the University or in other Govt. Department namely _____ and the concession has not been availed of by him/her separately or himself of any of the family members for the concerned block of two years.
 - (iii) Necessary joint declaration has been submitted/not required.

Signature of the Employee

Certified that:

1. Ms./Mr. (Name of the Employee) _____ has rendered continuous service for one year or more on the date of commencing the outward journey.
2. Necessary entries has been made in the service book of Ms./Mr. _____.
3. Necessary details submitted by the concerned employee have been certified from the records and found to be correct.

Section Officer	Assistant Registrar	Deputy Registrar	Executive Director