

Central Sanskrit University

56-57, Institutional Area, Janakpuri, New Delhi- 110058

LEAVE TRAVEL CONCESSION CLAIM BILL

Name									
Employee Samarth I. D.									
Place of Posting									
Designation									
Date of Joining									
Pay Level		Rs							
Nature & Perio	od of leave sanctioned								
Block Year (Ho	ome town/ All India)								
Destination	,								
	nembers of family in respect	of whom the LTC h	nas been claimed:						
Sr. No.	Sr. No. Name		Age		Relation				
1							_		
2							_		
3							-		
5							1		
6									
	ney(s) performed by CSU em	unlovee and the me	mbers of his/ her family				_		
Details of journ		iployee and the me	inbers of fils/ fiel failing		Mode of				
	Departure		Arrival		Travel &	No. of	Total fare		
Date	Place	Date	Place	in Kms	class	fares	paid	Enclosure No.	
						Total			
Certified that: [i] Informatior [ii] My husban [iii] My husban herself or for a	ance drawn ₹	he best of my know	rledge and belief:			iled of by hi	m/ her separa	·	
LIST OF ENCIOSU	re given overlear.								
	re given overleaf.		[FOR USE IN ADMINIS	STRATION]		,,	ignature or L	піріоуее)	

Assistant Section officer AD/ DD(Admin)/ Director

Sr. No.	List of Enclosure	
1	LTC Sanction order	
2		
3		
4		
5		
6		
7		
8		
9		
10		

Note:-

- 1 In case of Air travel please enclose boarding passes.
- 2 In case of Air travel please enclose invoice of LTC ticket issued by authorised deal LTC ticket issued by authorised dealer.
- 3 In case of delay for more than 3 months please provide justification.

3 In case of delay for more than 3	in case of detay for more than 3 months please provide justification.									
4 Please certify all the enclosures.										
[FOR USE IN ACCOUNTS SECTION]										
The net entitlement on account of Leave Trav	rel Concession works out to Rs	as detailed below:								
(a) Railway/ Air/ Bus Steamer fare	Rs									
(b) Less amount of advance drawn	Rs									
(c) Net amount payable	Rs									
Passed for	Rs									
Dealing Asstt.	Section officer (Fin.)	DD (Finance)	Finance officer							