

**ESTABLISHMENT SECTION, REGISTRAR OFFICE  
JAMIA MILLIA ISLAMIA**

**LEAVE TRAVEL CONCESSION FORM FOR THE BLOCK YEAR**

PART – A

(To be filled in by the Jamia employee)

Employee ID: \_\_\_\_\_

Service Book No.: \_\_\_\_\_

1. Name of the employee: Prof./Dr./Mr./Mrs./Ms. \_\_\_\_\_
2. Designation & Department: \_\_\_\_\_
3. Present (a) Pay Band: \_\_\_\_\_ (b) Grade Pay: \_\_\_\_\_
4. Sanction no. and date of LTC permission granted to the employee: \_\_\_\_\_
5. Nature and period of leave sanctioned for LTC: \_\_\_\_\_
6. Details of persons undertook journey:-

S. No.	Name (s)	Date of Birth	Age	Relation with employee	Remarks
1					
2					
3					
4					
5					
6					
7					
8					
9					

7. Details of journey (s) performed by Jamia employee and the members of his/her family:-

Particulars of Journey	Outward Journey	Return Journey	Particulars of Journey	Outward Journey	Return Journey
Station/Airport			Train name & number		
Date			Class of accommodation		
Time			Rail fare per ticket		
Station			Total amount paid		
Date			Amount of advance		
Time (Hours)			Amount to be paid/recovered		
Distance (Kms.)			Serial no. of tickets		
Mode of Travel			Remarks		

8. If traveled in a class higher than the one to which entitled.

- i) Class by which actually traveled: \_\_\_\_\_
- ii) No. of ticket: \_\_\_\_\_ iii) Fare paid Rs. \_\_\_\_\_  
(Documentary proof of journey to & fro travel to be given)
- iii) Amount of advance drawn Rs. \_\_\_\_\_ Date: \_\_\_\_\_

Certified that:

1. The information as given is true to the best of my knowledge and belief.
2. I have not submitted any other claim for leave travel concession in respect of myself or my family members for the concerned Block Year \_\_\_\_\_.
3. I have not drawn TA for the LTC in respect of any journey performed by me/my wife with \_\_\_\_\_ children in this block year.

Date: \_\_\_\_\_

\_\_\_\_\_  
**Signature of the Jamia employee**

\_\_\_\_\_  
**Signature with seal of Head of the Department**

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(PART – B)

(To be filled in by the Office)

1. The net entitlement on account of Leave Travel Concession is worked out Rs. \_\_\_\_\_  
(Rupees \_\_\_\_\_) as detailed below:
2. Railway/Air/Bus/Steamer fare Rs. \_\_\_\_\_  
The expenditure is debit able to UGC/Ministry/Budget.

Certified that:

Prof./Dr./Mr./Mrs./Ms. \_\_\_\_\_ has rendered continuous service for one year or more on the date of commencement of the outward journey.

The necessary entries as required have been made in the Service Book of Prof. / Dr. / Mr. / Mrs. / Ms. \_\_\_\_\_.

\_\_\_\_\_  
**Dealing Assistant**

\_\_\_\_\_  
**Section Officer**

\_\_\_\_\_  
**Controlling Officer**