KAMALA NEHRU COLLEGE

(UNIVERSITY OF DELHI)

AUGUST KRANTI MARG, NEW DELHI-110049 Dataset 3 Tubes to and REIMBURSEMENT OF CLAIM OF BIJL FOR LTC/HTC FOR THE BLOCK YEAR Basic Pay Rs. Name of the employee _____ 2. Details of family for which the concession is claimed. (i) Name of (dependent) (ii) Age (iii) Relationship with the employee family members concerned. 1. Self FOR USE IN ACCOUNTS DEPARTMENT 299guA) 3. 4. 5. Destination of availing H.T.C. 3. 4. Declared destination of visit for purpose of L.T.C. Total fare claimed Rs. ______ (details P.T.O. railway ticket no., cash receipts to be attached) 5. Certified that (i) None of the above dependent members has income from any source, including pension exceeds 6. Rs. 1500/- p.m. (ii) Children getting stipend, Scholarship etc. in excess of Rs. 1500/- p.m. are not included in this claim form. (iii) The spouse whose travel concession being claimed above is residing with me. (iv) Declaration of family for the purpose of HTC/LTC has been brought on office record. Dated Signature of employee CERTIFICATE TO BE GIVEN BY THE EMPLOYEE I have not submitted any other claim so far for HTC/LTC in respect of myself or my family members/the block of two 1 year/four year 20 ______ and 20 _____ The Journey has been performed by me/my husband/wife with children to the declared "Home-Town" viz 2. / declared destination of visit (LTC) viz *3. That my husband/wife is employed in Government/University Service. The concession allowed has not been availed of & will not referred for any claim in this behalf to his/her employee, by him/her separately for himself/herself for the concerned block of 2/4 years. (A certificate from the employer of husband/wife to this effect to be submitted alongwith this claim). (Name of office/organisation) Dated Signature of employee Note : Delete whichever is not applicable CERTIFICATE TO BE GIVEN BY THE EMPLOYER 1. Certified that Shri/Smt./Kumari _ has rendered continuous service for one year

1. Certified that Shri/Smt./Kumari ______ has rendered continuous service for one year or more on the date of commencing the outward Journey. He/She is likely to continue to serve the College for a period of 4 years from the date of his joining/resuming duty after having availed this concession.

2. Date of last HTC availed

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-	The dependent have been checked and verified as per rules.						
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