



# MAHARAJA AGRASEN COLLEGE

UNIVERSITY OF DELHI

VASUNDHARA ENCLAVE, DELHI-110096



Approval Number :

## Leave Travel Concession Bill Settlement

For the Block of Year

Declared Home Town :

1	Name of the Employee	:							
2	Designation	:							
3	Entitlement	:							
4	Destination for Travel as declared and approved	:							
5	Nature and period of leave sanction from								
6	Particulars of members of family in respect of whom the L.T.C. has been claimed:								
	S.No	Name	Date of Birth	Relationship with Govt. Servant					
	(1)	(2)	(3)	(4)					
	1								
	2								
	3								
	4								
7	Details of Journey(s) performed by Employee and the members of his / her family:								
	DEPARTURE		ARRIVAL		Distance in Kms.	Mode of travel and class of accommodation used	No. of fares	Fare paid Per person	Total Fare Per person to and fro
	Date and time	From	Date and time	To					
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(Rs.) (8)	(9)

Grand Total (Rs) \_\_\_\_\_

8	Amount of Advance, if any, drawn	:	
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**CERTIFIED that -**

1. Information as given above is true to the best of my knowledge and belief, and
2. That the concession has not been availed separately with any other source for the concerned Block of \_\_\_\_\_ years.
3. I declare that I have booked the tickets through the authorized travel agents namely \_\_\_\_\_ IRCTC \_\_\_\_\_ on 26-4-2024 (Please enclosed supporting documents).
4. I understand that I am not entitled for any reimbursement of travel expenditure if I haven't booked the tickets through authorized agencies i.e. I(RCTC, Ashoka Travels and Balmer and Lawrie)
5. The College has all rights to recover all the amount from me if any of the above information found wrong.

Signature with Date

- Enclosures -
1. Receipt of Payment
  2. Number of Boarding Pass
  3. Any other