



ALL INDIA INSTITUTE OF MEDICAL SCIENCES, JODHPUR

अखिल भारतीय आयुर्विज्ञान संस्थान, जोधपुर

Application Form for Grant Of L.T.C. Reimbursement

SPECIAL CASH PACKAGE EQUIVALENT IN LIEU OF LEAVE TRAVEL CONCESSION FARE FOR CENTRAL GOVERNMENT EMPLOYEES DURING THE BLOCK 2018-21

BLOCK OF YEAR _____

PART – A

(To be filled up by Govt. servant)

1. Name :
2. Designation & Department:
3. Contact No:
4. Pay :
5. Headquarters :
6. Date of Joining:
7. Whether availed prior permission from Admin Section: YES/NO
(If Yes please attach copy of the same else please take prior permission from admin section)

(a) Particulars of members of family in respect of whom the L.T.C. has been claimed:-

S.No	Name	Age/Gender	Relationship with the Government servant
1.			
2.			
3.			
4.			
5.			

(b) Details of purchase (s) performed by Government servant.

S.No.	Name of the Item/Service purchased	Invoice No & Date	Amount in INR	Details of Digital Payment Made
1.				
2.				
3.				
4.				
5.				

Note: - In case the table falls short of rows, it is requested to attach more sheet(s) of same table.



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PART-B

(to be filled in the Bill Section)

1. The net entitlement on account of leave travel concession works out to ₹_____ as detailed below:

(a) Less amount of advance drawn vide Voucher No._____ dated _____ ₹_____

Net Amount ₹-----

2. The expenditure is debatable to _____

Drawing & Disbursing Officer
(Signature)

Countersigned
Signature of Controlling Officer

Certified that necessary entries have been made in the Service Book of

Shri _____

Signature of the Officer
Authorised to attest entries
In the Service Book



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Amount of advance, if any, drawn Rs. _____

Certified that the-

1. Information, as given above is true to the best of my knowledge and belief: and
2. That my husband/wife is not employed in Government service/that my husband/wife is employed in Government service and the concession has not been availed of by him/her separately or himself/herself or for any of the family members for the concerned block of _____ years.

Signature of Government Servant