NATIONAL INSTITUTE OF TECHNOLOGY ROURKELA							
FORM – ES / 08		LEAVE TRAVE	L CONCESS	SION / EL E	NCASH	IENT	BILL
No. – NITR/					Date	e –	/ /20
LTC	only	Ľ	TC along wit	h Leave En	Encashment		
Name – Dr./Mr./Ms.			Emp. Code –				
Department – Designation –			Gr. Pay – ₹				
LTC Order Ref. No. – NITR/ES/			, Date - / / 20 .				
	PAR	T – A : FAMILY	/ LTC PAR	TICULARS			
Name of Home Town or visit	ed Place	e of Interest for v	which availed	d LTC			
Nearest Railway Station to the	ne above	-					
		1	NAME		AGE	RE	
	1						Self
Details of self / dependent	2						
family members for whom	3						
LTC is claimed in this Bill	4						
	5						
	6						
	7						
PAF	RT – B :		NT JOURNE		JLARS		
FROM		ТО	Mode of	Class of	Fa	re	Ticket / PNR
	Date	Place	Travel	Travel	Expe	ense	No.*
Rourkela							
		Rourkela					
N.B. – Please enclose original Air Ticket a		parding Pass, Railway Ti PART – C : LEA			from any Gov	rt. agency,	/organization.
Number of days already en-o	cashed [Max – 60]	Numb	er of days a	pplied no	w [Ma	x – 10]
I hereby declare that I/my fai	milv mer	nhers actually a	vailed the l ⁻	TC and the	evnenses	shave	not been claimed
I,hereby declare that I/my family members actually availed the LTC and the expenses have not been claimed							
by me and/or paid to me from any other source. Advance of ₹ paid to me on							
may be adjusted against this claim.							
Forwarded [to Establishr	nent offi	ce].					

FOR USE IN ESTABLISHMENT * OFFICE ONLY

Asst./Dy. Registrar (FA)

Leave encashment* may be paid for (................) days.

Dealing Seat

Office Superintendent

Asst. Registrar [ES]

Cc to - (a) LTC File, (b) Personal File

FOR USE IN FINANCE & ACCOUNTS OFFICE ONLY							
#	HEAD OF EXPENSE	ADMITTED BY F&A ADMITTED BY IA OFFICE OFFICE					
1 Leave Travel Concession							
а	Train / Bus Fare						
b	Air / Ship Fare						
c Taxi/Cab hire charges [only if admissible]							
	Total of 1						
2	Add: Leave Encashment [if applicable]						
3	Less: Advance [LTC + Leave Encashment]						
	Grand Total [Payable]						
r							
Ac	countant Superintendent Fin. Officer	Jr. / Sr. Asst. Acct. / A.S. AR (IA)					
r							
Under Rs (Rupees		Passed for Rs (Rupees					
	· ·						
only).		only).					
	5,						
Finance Officer		Registrar/Dean(FW)/Director					
r		· · · · · · · · · · · · · · · · · · ·					
Dealing Asst. (Cash / Cheque)		Transferred by CHEQUE No.					
Please transfer by Cheque an amount as passed		Dated –/20					
above by the competent authority.		Daleu –/20					
	Finance Officer	Dealing Asst. (Cash / Cheque)					
* N B	* N.B. – Establishment may forward this form in original along with all enclosures keeping 2 photocopies of this form only - 1 each in LTC & Personal File.						

Self-declaration Certificate for Completion of Journey

- 1. I hereby declare and certify that:
- 2. I/We have actually performed the onward journey from

toonand returnjourney fromtoonfor the purpose of Transfer/LTC/Retirement. The particulars of the self and familymembers who have performed journey either with the Government servant orseparately are as under: -

S. No.	Name	Age	Relationship with Govt. Servant

3. In case the above declaration given by me is not found true at any stage, I shall be liable to disciplinary action under Central Civil Services (Classification, Control and Appeal) Rules, 1965 as amended from time to time.

(Signature)

Name of the Government Servant

Designation

EC

Name of the Department

To Establishment Section