



**NATIONAL INSTITUTE OF TECHNOLOGY
ROURKELA**

FORM – ES / 08

LEAVE TRAVEL CONCESSION / EL ENCASHMENT BILL

No. – NITR/.....

Date – / /20.....

LTC only

LTC along with Leave Encashment

Name – Dr./Mr./Ms.

Emp. Code –

Department –

Designation –

Gr. Pay – ₹

LTC Order Ref. No. – NITR/ES/....., Date - / / 20

PART – A : FAMILY / LTC PARTICULARS

Name of Home Town or visited Place of Interest for which availed LTC				
Nearest Railway Station to the above place				
Details of self / dependent family members for whom LTC is claimed in this Bill		NAME	AGE	RELATIONSHIP
	1			Self
	2			
	3			
	4			
	5			
	6			
	7			

PART – B : POINT TO POINT JOURNEY PARTICULARS

FROM		TO		Mode of Travel	Class of Travel	Fare Expense	Ticket / PNR No.*
Date	Place	Date	Place				
	Rourkela						
			Rourkela				

N.B. – Please enclose original Air Ticket along with Boarding Pass, Railway Ticket, original receipt for taxi hired from any Govt. agency/organization.

PART – C : LEAVE ENCASHMENT

Number of days already en-cashed [Max – 60] Number of days applied now [Max – 10]

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 Establishment office].

Signature of the HOD/HOC/HOO

Signature of the Employee

(Please print page – 2 on the back of page – 1 in the same sheet)

