



**NATIONAL INSTITUTE OF TECHNOLOGY
GOA**

FORM – ES / 09

LEAVE TRAVEL CONCESSION / EL ENCASHMENT BILL

No. – NITG/.....

Date – /..... /20.....

LTC only

LTC along with Leave Encashment

Name – Dr./Mr./Ms.

Emp. Code –

Department – Designation –

Gr. Pay – Rs.

LTC Order Ref. No. – NITG/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			
	2			
	3			
	4			
	5			
	6			

PART – B : POINT TO POINT JOURNEY PARTICULARS

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

PART – C : LEAVE ENCASHMENT

Number of days already en-cashed [Max – 60]		Number of days applied now [Max – 10]	
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I, Dr./Mr./Ms. 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 Rs. paid to me vide Bill No. may be adjusted against this claim.

Forwarded [to Establishment office].

.....
Signature of the HOD/HOC/HOO

.....
Signature of the Employee

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

FOR USE IN ESTABLISHMENT * OFFICE ONLY

Asst. Registrar(ES)

Necessary entries provided in appropriate Registers/Service Book of the employee. Particulars provided at Part – A verified and found to be correct. LTC may be processed for the Block Period 20..... -, to for the claimant and/or his/her dependent family members as mentioned at Sl. Nos. – 1, 2, 3, 4, 5, 6 [cut which is not admissible] as per applicable rules.

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

.....
Dealing Asst.

.....
Asst. Registrar [ES]

* 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.

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

FOR USE IN FINANCE & ACCOUNTS OFFICE ONLY

#	HEAD OF EXPENSE	ADMITTED BY F&A OFFICE
1	Leave Travel Concession	
a	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]	

Under Rs. (Rupees
.....
..... only).

.....
Supt. I/c (F&A)

.....
Asst. Registrar I/c (F&A)

Passed for Rs. (Rupees
.....
..... only).

.....
Registrar I/c

.....
Director

Dealing Asst.

Please transfer by Cheque an amount as passed above by the competent authority.

.....
Registrar I/c

Transferred by CHEQUE No.

Dated –/...../20.....

.....
Supt./AR I/c (F&A)

.....
Registrar I/c

.....
Director

Received payment by CHEQUE as mentioned above.

.....
Signature of the Receiver