

**INDIAN STATISTICAL INSTITUTE**  
**203, B. T. ROAD , KOLKATA – 700108**

**LEAVE TRAVEL CONCESSION FINAL ADJUSTMENT BILL**

For the block year: .....

1. Name :  
2. Roll No. :  
3. Section :  
4. Designation :  
5. Basic Pay with Pay Level :  
6. Nature & Period of Leave :

7. Particulars of members of the family of whom the Leave Travel Concession has been claimed:

Sl No.	Name	Age	Relationship
1.			
2.			
3.			
4.			
5.			
6.			
7.			

8. Details of journey(s) performed by the employee and the members of his/her family:

Place, date & time of Departure	Place, date & time of Arrival	Distance in K.M.	Class of Accommodation	PNR no. Train no. Ticket no.	No. of fare	Total fare
Onward:						
Return						

9. Amount of advance, if any drawn Rs.....

10. Particulars of journey(s) performed by road:

Name of places		Mode of Travel	Total Fare (Rs.)
From	To		

11. Certified that:

1. The information as given above is true to the best of my knowledge.
2. My Husband/ wife is not employed in Government service and the concession has not availed by him /her separately for himself./herself or for any of the family members for the concerned block of years..... to .....
3. My husband/ wife for whom LTC is claimed by me is employed in..... Which provides LTC facilities but he / she has not preferred and will not prefer any claim in this behalf to his/her employer.
4. My husband/ wife for whom LTC is claimed by me is not employed in any Public Sector Undertaking/ Corporation/ Autonomous Body, financed wholly or partly by the Central Government or a Local Body, which provides LTC facilities to its employees and their families.

Dated: .....

\_\_\_\_\_  
Signature of Employee

For calculation of claim (office use only):