



1/8

भारत सरकार
GOVERNMENT OF INDIA
चिकित्सा अधीक्षक का कार्यालय
OFFICE OF THE MEDICAL SUPERINTENDENT
सफदरजंग अस्पताल एवं वी.एम.एम. कॉलेज
SAFDARJANG HOSPITAL & V.M.M.C.
नई दिल्ली-110029.
NEW DELHI-110029.

APPLICATION FOR LEAVE TRAVEL CONCESSION AND RE-IMBURSEMENT OF TRAVELLING EXPENSES /ADVANCES

1. Name :
2. Designation : Rank No. :
3. Present Pay :
4. Date of entry in Govt. Service :
- (i) Home Town (Also indicate nearest :
Railway Station if home-town not
Connected by rail)
- (ii) Distance from Head quarters by :
Shortest route.
5. When was the concession last availed (Give
here the date of outward journey). :
6. Period & Nature of leave during which
Journey for which claim is made were
performed / are proposed to be performed :
7. Family members for whom concession is sought (including self)

S.No.	Name of Family members	Age	Relationship to applicant
1.			
2.			
3.			
4.			
5.			
6.			

8. Whether any part of the journey, otherwise connected by rail was performed by road or steamer – If so, give brief particulars.
9. Class of rail accommodations by which travel :
10. Particulars of travel (Date of Outward and In-ward journey, Ticket Nos., Cash receipt) to be attached etc.

I. Outward Journey dated from
To

Ticket Nos. Fare :

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

II. In-ward Journey dated from

To

Ticket Nos. Fare :

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Total (I + II) = Rs.

Dated :

Signature of the Official

CERTIFICATE

Certified that -

- (i) I, and/or the members of my family have actually traveled by the class or accommodation for which concession has been claimed.
- (ii) The family members in respect of when concession is claimed are entirely dependent upon me.

Dated :

Signature of the Official

FOR OFFICE USE ONLY

Certified that :-

- 1. The entries in terms 4-7 above are correct.
- 2. The distance of home town of Govt. official from headquarters exceeds 100/400 kms.
- 3. The Govt. official has not availed himself/herself of the concession during the prescribed block of 2 years. The Govt. official has a family living away from him/her and has not availed of the concession during the current year.
- 4. The Govt. official has informed of his/her intension to avail of the Leave Travel Concession before proceeding on leave.
Relaxation may be allowed in respect of the following requirement which have not been fulfilled for good and sufficient reasons.

Dated :

(Checking Officer)
Controlling Officer

