

### **Certificate to be given by employee**

I hereby declare that

- 1) I have not submitted any other claim so far for Leave Travel Concession in respect of myself or my family members or the block of two years / four years from \_\_\_\_\_ to \_\_\_\_\_
- 2) I have already drawn T.A. for the Leave Travel Concession in respect of a journey performed by me / my wife with \_\_\_\_\_ children. This claim is in respect of the journey performed by me wife / myself with \_\_\_\_\_ children none of whom traveled with the party on the earlier occasion.
- 3) The journey has been performed by me / my wife with children to declare "Home Town" viz.  
\_\_\_\_\_
- 4) That my husband / wife is not employed in Government Service / That my husband / wife is employed in Government Service and the concession has not been availed to by him / her separately for himself / herself or any of the family members for the concerned block of two years / four years.

#### **Particulars of persons who performed the journey**

<b>SN</b>	<b>Name</b>	<b>Age</b>	<b>Relationship to the claimant</b>

Date: \_\_\_\_\_

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

CONCERNED HEAD : \_\_\_\_\_

JOURNEY VERIFIED : \_\_\_\_\_

## **A F F I D A V I T**

I \_\_\_\_\_ S/o D/o W/o Shri \_\_\_\_\_ employed as  
\_\_\_\_\_ in the office of  
\_\_\_\_\_ do hereby solemnly affirm and declare that the journey in  
respect of which L.T.C. for visiting \_\_\_\_\_ is being claimed vide my bill for the  
period \_\_\_\_\_ were actually performed by me and/or the members of the  
family as per details given in the L.T.C. Bill.

\_\_\_\_\_  
**DEPONENT**

## **V E R I F I C A T I O N**

Verified that the above facts are true to the best of my knowledge and belief and the nothing relevant has been concerned therein.

PLACE : \_\_\_\_\_

DATED : \_\_\_\_\_

\_\_\_\_\_  
**DEPONENT**

## Certificate To Be Given By TIET Employee

I hereby declare that

- 1) I have not submitted any other claim so far for Leave Travel Concession in respect of myself or my family members in respect of the block of two years / four years from \_\_\_\_\_ to \_\_\_\_\_.
- 2) I have already drawn T.A. for the Leave Travel Concession in respect of a journey performed by me / my wife with \_\_\_\_\_ children. This claim is in respect of the journey performed by my wife / myself with \_\_\_\_\_ children / \_\_\_\_\_ children none of whom travelled with the party on the earlier occasion.
- 3) I have not drawn T.A. for the Leave Travel Concession in respect of a journey performed by me / my wife with \_\_\_\_\_ children. / \_\_\_\_\_ children in respect of the block of two years / four years from \_\_\_\_\_ and \_\_\_\_\_. This claim is in respect of the journey performed by my wife / myself with \_\_\_\_\_ children / \_\_\_\_\_ children none of whom availed of the concession relating to that block.
- 4) I have already drawn T.A. for the Leave Travel Concession in respect of journey performed by me in the year \_\_\_\_\_ in respect of the block of two / four years from \_\_\_\_\_ and \_\_\_\_\_. This claim is in respect of the journey performed by me in the year \_\_\_\_\_. This is against the concession admissible once every two years in a prescribed block for visiting home-town as all the members of my family are living away from my place of work.
- 5) The journey has been performed by me / my wife with \_\_\_\_\_ children / \_\_\_\_\_ children to the declared home town viz./place \_\_\_\_\_ in India.
- 6) That my husband / wife is not employed in / that my husband / wife is employed in Government service and the concession has not been availed of by him/her separately for himself/herself or any of the family members for the concerned block of two years / four years.

**Dated:** \_\_\_\_\_

**Signature of Employee :** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Travel/LTC Reimbursement Claim Form**

Employee Code	Name	Designation	Department	Basic Pay	eTicket Number	Headquarter	Chargeable Head

**PARTICULARS OF JOURNEY**

S.N.	DEPARTURE			ARRIVAL			MODE OF CONVENIENCE	KM TRAVELLED IF JOURNEY BY MEANS OTHER THAN BUS/RAIL (A)			DAILY ALLOWANCE (B)			PURPOSE OF JOURNEY
	STATION	DATE	TIME	STATION	DATE	TIME		KM	RATE	AMOUNT	NO. OF DAYS	RATE	AMOUNT	
<b>Total</b>														
								₹.			₹.			

Advance taken, if any ₹. \_\_\_\_\_

Passed for Payment/Adjustment for ₹ \_\_\_\_\_

(In Words ₹. \_\_\_\_\_)

Grand Total (A+B) ₹. \_\_\_\_\_

**Journey & Local Expenses Verified**

\_\_\_\_\_  
(Signature of Employee)

\_\_\_\_\_  
(Signature of Verifying Authority)

\_\_\_\_\_  
CHECKED BY

\_\_\_\_\_  
AR (IAC)

\_\_\_\_\_  
FINANCE OFFICER

**APPROVED**

	Competent Authority for	
	Verifying Journey	Passing the Bill
For Deans, Head of Department/School/Centre & Registrar	Director	Dean, RPG
For Staff in Department/School/Centre/Unit	Head	Dean, RPG
For Deputy Registrar/Assistant Registrar	Registrar	Dean, RPG
For Teaching Assistant/JRF/SRF/Research Associates, TIFAC-CORE & DBT Staff	Head	Dean, R&SP
Dean, RPG	Director	Dean, R&SP

\_\_\_\_\_  
COMPETENT AUTHORITY  
(SEAL)

## Certificate for journey in Tour, Travelling Allowance etc.

I hereby declare that

- 1) Certified that no part of amount of this TA/DA has been or will be claimed from any other source.
- 2) Certified that the tour has been under taken by me strictly on Institute Business and under proper authority and that I travelled by the shortest eligible route.
- 3) Certified that the details of timing or arrival and departure, the fares and other expenses charged, the distance shown and other information indicated in the bill are complete and correct to the best of my knowledge and belief.
- 4) Certified that I actually travelled by the class for which TA has been claimed and is supported by actual ticket/ticket number.
- 5) Certified that between stations connected by Railway viz. from \_\_\_\_\_ to \_\_\_\_\_, I performed journey by road/rail and travelled in Institute Car/ Private Car/Own Car, took a single seat in taxi or Omni bus.
- 6) Certified that I was not absent or on casual leave or otherwise out of campus during the period for which TA/DA has been claimed.
- 7) Certified that I was provided/not provided with boarding and lodging during this tour by any other agency.
- 8) Certified that the journey was performed by Purchasing return tickets at reduced rates and the fares claimed are only those actually paid (if travelled by AIR).
- 9) A brief report of tour is given below / attached.

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**Note/Checklist:**

1. Please submit the bill within 15 days of the travel.
2. Please give a brief report of the visit and sign the certificate on the reverse side of this page.
3. Please attach all the applicable supporting documents (tickets, boarding pass, travel bills, boarding/lodging and original visit approval, etc.).
4. A scan copy of the original bill (converted to a single pdf after verification by the head) will be submitted to THAPAR ONLINE SUPPORT SYSTEM at <https://eticket.thapar.edu>.
5. After Creating the Online request (eTicket), send all the original bills/documents to the Finance Section through your Department/School/Centre/Section/Unit. No Xerox copy will be accepted. eTicket number should be mentioned on the Reimbursement form.

**Dated:** \_\_\_\_\_

**Signature of Employee:** \_\_\_\_\_