

CENTRAL COUNCIL FOR RESEARCH IN AYURVEDIC SCIENCES
NEW DELHI

APPLICATION FOR CLAIMING REIMBURSEMENT OF TRAVELLING EXPENCES FOR VISITING HOME TOWN UNDER THE MINISTRY OF HOME AFFAIRS OFFICE MEMORANDUM NO. 43/1/55-Estt. (a) Pt. II

1.	Name	:	
2.	Designation	:	
3.	Present Pay	:	
4.	Date of Entry in CCRAS Service	:	
5.	(i) Home Town as declared under Ministry of Home Affairs O.M. No.343/1/55-Estt. (A) Pt.II dated 11 th October 1956 or L.T.C. for any place anywhere in India.	:	
	(ii) Nearest Railway Station to the Home Town (if not connected by Rail)	:	
	(iii) Distance from Headquarters by shortest route.	:	
6.	When was the concession last availed of (Give here the date of outward journeys and block years.	:	
7.	Period and nature of leave during which journey to and from the Home Town were performed.	:	
8.	Date of application in which the controlling officer was informed of the intention of availed of the travel concession.	:	
9.	Members of family, including self with their respective relationship with the Government servant for whom concession is sought.	:	
	Name	Age	Relationship
(i)			
(ii)			
(iii)			
(iv)			
(v)			
(vi)			
(In case concession is claimed only in respect of members of family. State whether leave was refused to the Government Servant).			
10.	Class of accommodation of railway by which	:	
	(i) Entitled	:	
	(ii) Actually travelled	:	
11.	Whether any part of the journey, otherwise connected by rail was performed by road or steamer.	:	

12.	Particulars of travel such as outward:-		
	Journey Date	:	
	Tickets Nos.	:	
	Cash receipts etc. from	:	
13.	Note	<u>Ticket Nos.</u>	<u>Fare</u>
	<u>Money Receipt for Railways Tickets should be attached</u>	1.	
		2.	
		3.	
		4.	
		5.	
		6.	
	Total Rs. (A)		
	Return Journey date		
	from ___/___/_____ To ___/___/_____		
	<u>Ticket Nos.</u>	<u>Fare</u>	
	1.		
	2.		
	3.		
	4.		
5.			
6.			
	Total Rs. (B)		
		(A+B) Grand Total Rs.	
14.	Nearest bus station to the Home-Town.	:	
15.	Amount of L.T.C. advance drawn if any.	:	
16.	Any other information which the application likes to give	:	
17.	Certificated to be signed by the Government Servant	:	

Certified that:-

1. Member of my family and myself for whom reimbursement of fare has been claimed in the bill actually performed the journey at my Home Town and back/any place, anywhere in India and back.
2. My wife is not an employee of the Council/or the Central Government or that my husband/wife is employed in Government service and the concession has not been availed of by him/her separately or himself/herself or for any or the family members for the concerned block of two/four years.
3. The journey was actually performed by Mail/Express Train.
4. No return ticket at concessional rate was available for this journey.
5. The reimbursement of fares claimed in this bill has not been drawn by me before in any shape or from any other source.
6. The distance for which road mileage has been claimed in the bill is correct to the best of my knowledge.
7. I actually performed the road journey from to any back by the shortest route by recognized public transport.
8. The journey was performed by lower/upper class accommodation in the recognized public transport.

DATE:

(SIGNATURE OF EMPLOYEE)

L.T.C. certificate to be given by the Controlling Officer

COUNTER SIGNED AND CERTIFIED THAT

1. The journey was actually performed for the block year
2. To visit any place anywhere in India i.e.
(Name of Place)
3. To the declared Home Town.
4. Concession has been availed previously during the block year i.e.
(indicate year specifically).
5. Shri..... has rendered continuous service not than one year under Council to the date on which outward journey was performed and will continue to serve the Council from the period of two years for the date of his/her joining the Council.
6. Necessary entries have been made at page No. of the service book of Shri/Shrimati/Miss and duty countersigned on date).

*** In applicable part
may please be deleted**

**Project Officer/Officer Incharge/
Deputy Director (Admn.)**

(Office Stamp)