

fVIi.kh 1/k; fn dkbl gks rkt/@Remarks (If any)

## ; kstuk, oa okligdyk fo | ky; ] Hkksi ky school of planning and architecture, bhopal

					k fj;k;r fcy@						
	X 0 = . f				I S	rd@ For	the Block year	To			
		No				fnukid@ Date:					
	Name :					in Designation : Place of visit:					
		netown /Any sthih@ Pay a		CD / Lov	ol .		Place of	VISIT:			
		•				i k@ Dowti	aulana af maamah	and of formily in many	ast of wha		
		ession has be			as i iil; karak ioo	j.k@ Parti	culars of memb	ers of family in resp	ect of who	m the Leave	
V- Ø-	Conce	uke@Name(		mer@	l aca/k@	V- Ø-	uke	@Name(s)	mei@	l <b>z</b> a/k@	
S. No.		( )			Relationship	S. No.		- (-)	Age	Relationship	
1						5					
2						6					
3						7					
4						8					
						01 ; k=k dk	fooj . k‰@Detai	Is of journey(s) perf	formed by	Government	
serv	ant and	the members	s of his/h	er family	<b>/:-</b>						
i LFkku@ Departure				vkxeu@	Arrival	nyih fd- eh-es@	; k=k dk rjhdk@ Mode	∨kokl gsrqfdl Jskh dk mi;ksx	fdjk; s dh l <b>a</b> [ ; k@	fdjk; k Hkørrku@	
D.	<b>T</b> :	Time Bloom		<b>T</b> :	Disease	Distance	of travel	fd; k@class of	No. of	Fares paid `	
Dt.	Time	Place	Dt.	Time	Place	in Kms		accommodation used	fares	·	
i. eġs i fr conces 	egjh i fRu en ughn y sion hasto egjh i fRu eegjh i fRu eegh i fRu tTC is cla eegh i fRu tTC is cla eegh i fRu	'kki dh; dejkijh yh gi @That m not been avail "mot been avail "mot been avail "pelok; Rr fudk; v Pr whom LTC is dy etc.) which p ftudk egis }kjk h I fo/kk i nk; dj simed by me is si Local Body, whi ir ds fy; s esus; l vel Concession si fr@egh i ifku iji iç; ea fd; k x; e/my wife with a e party on the ea	ughagsegi y husband/ ed of by h , yVhi h dk kfin ds ukek claimed by rovides Lea , yVhi h dk jrs ga ds de not emplo ich provides k egis i fjokj n respect of ds i kfik	k i fr@ejh wife is no nim/ her :  nkok fd; k nkok fd; k n eis en	t employed in Gove separately for hims  x; k g\$ os	h gS yfdu mlgernment serviself/herself o  yt/k gS fdrqos  but he/ she  tfud {ks= dk r a vl; InL; ka lertaking/ Co and their far  o, oa 20 in respect of k vodk' k; k= c ugha dh xbl g of the journ	klus Lo; a; k muds if ce/ that my husbar for any of the ror any of the vius fu; kDrk   s bl. (n has not preferred mi Øe@fuxe@Lok; R}kjk buds fy; s, yVlrporation/ Autonomilies. ds e/; nkos dk Hkokr the block of the yek fj; k; r r\$ kj dh gy ma@l have already ey performed by million have already eye eye eye eye eye eye eye eye eye e	jokj ds InL; ka ds fy, dkt and/wife is employed in family members for the large of the Public Sector and will not prefer any of the large of the Public Sector fudk; ; k dlinh; I jdkj hi h dk nkok fd; k x; k gike mous Body financed where the large of th	Government e concerned	service and the block of years  N W koltfuct {ks= N, oa @ That my g/ Corporation/ pehalf to his/her ; k LFkkuh; fuck; ife/ husband for by the Central ny other claim so	
			ys[kk ∨u	u <b>l</b> lkkx ds	}kjk Lohdfr gsqi	i Lrr@Sand					
			<u> </u>								
Loh- v	- Ø-@S.0	O. No	fn	ukad@dt			ys[kk en@Ad	count Head			
nkos dł	jkf′k@A	mount claime	d:		Lohd'r j	kf′k @Amo	unt admissible:				
	-				nce (if any)						
-		•			vable:						
,	/	,	, ,,,,,,,,,,								
	cgqi zoh. kr	k I gk; d@ys[ untant	[kki ky		x vf/kdkjh		døl fpo Registrar	dıyl fpo Registrar		nskd rector	

## I nHk/ grq funk & @Instructions for reference:-

- i. , yVhl h l ek; kstu nkok okfil h ; k=k ds 30 fnol ds Hkhrj ilrr fd; k tkuk pkfg, A @ LTC adjustment claim is to be submitted within 30 days of return journey.
- ii. vi t pr vfxe nkok %vxj dkbl g% rks rgr mi fLFkfr ds nkg ku l LFkku dh yq kk 'kk [kk ea tek gkuk vko'; d gA; fn fu; r fnukod ds ckn tek fd; k tkrk gs rks oræku thi h, Q t; kt nj l s 2 i fr'kr vf/kd t; kt nj %oræku thi h, Q t; kt nj 8-7 i fr'kr i fro "kl g% l fgr vi t pr vfxe nkok ol my fd; k tkoxkA@ Unutilized advance (if any) is to be deposited in the A/c department immediately on joining office, even if claim is submitted at a later date. Penal interest @ 2% above GPF interest rate (Present GPF int. rate being 8.7%) p.a. will be charged on unutilized advance from date of drawl to date of refund.
- iii. I Hkh i = d Øekul kj Åij nkfgus dkus vkj i "B l i[; k ds l nHk] ea fxus tk I dus ds fy, I ek; kstu fcy ij enka ds I kFk fn; k tk; xkA@All sheets to be serially numbered on top right hand corner and reference of page number be given alongside items on the Adjustment bill.
- iv. ckfMix ikl vko'; d: lk lsgokbl; k=k dsekeysenil.rr fd; k tkuk pkfg, A@Boarding passes must mandatorily be submitted in case of air travel.