

**CALCUTTA PORT TRUST**  
**APPLICATION FOR LEAVE TRAVEL CONCESSION**

**PART - 1**

Sectional Registration  
No. and Date

"A"

I, the undersigned hereby apply for Leave Travel Concession to the extent admissible under the Leave Travel Concession Rule of the Calcutta Port Trust in respect of myself and/or my family for proceeding to my permanent home/or and declare that the particulars given below are correct.

1. I, further declare that 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 years 19 to 19 and 19 to 19

2. I have already drawn travelling allowance for the leave travel concession in respect of a journey performed by me/my wife with children. This claim is in respect of journey performed by my wife/myself with children none of whom travelled with party on the earlier occasion.

3. I have not already drawn travelling allowance for the leave concession in respect of journey performed by me/my wife with children/ children in respect of the block of years 19 to 19 and 19 to 19. 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 the block.

4. I have already drawn travelling allowance in respect of a journey performed by me in the year 19 to 19 in respect of block of years 19 to 19 and 19 to 19. This claim is in respect of the journey performed by me in the year 19 to 19. This is against the concession admissible once every year 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.

6. That my husband/wife is/is not employed in Trustees' service and the concession has not been availed of by him/her separately for himself/herself or for any of the family members for the concerned block of years.

7. (a) Designation (b) date of appointment  
(c) Actual basic pay drawn (d) Provident Fund a/c No.  
(e) Service Register Folio No. (f) Permanent home-town.  
(g) Nearest Railway Station.  
(h) Nearest Police Station.

Date—

.....  
( Signature of Applicant )

"B"

Certified & forwarded to the Financial Adviser & Chief Accounts Officer that, (I) Shri/Shrimati/Kumari ( name of the employee ) has rendered continuous service for one year or more on the date of commencing the outwork journey.

(2) The necessary entries as required under regulation 23 have been made in the service sheet of Shri/Shrimati/Kumari

Date—

.....  
( Signature of Head of Department )

कलकत्ता पोर्ट ट्रस्ट

# CALCUTTA PORT TRUST

Code—1211214  
G. 177

## FORM OF DECLARATION-OF "FAMILY" FOR PURPOSES OF LEAVE TRAVEL CONCESSION.

Name..... Designation..... Department ..... Item No.  
Ticket No. ....

Grant No..... P. F. A/c. No..... Home town/Destination.....

I hereby declare that the following are the members of my family who are wholly dependent on me and are residing with me

.....  
Name..... Relationship..... Date of birth..... Age.....

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Dated..... Signature or  
thumb impression of  
the applicant..... Attested by..... Designation.....

Note :—The term "Family" shall be interpreted in the same manner as in Supplementary Rule 2(8) as amended from time to time of the posts & telegraphs compilation of the Fundamental Rules and Supplementary Rules for the purposes of travelling allowance on transfer.

# कोलकाता पत्तन न्यास

## KOLKATA PORT TRUST

L. P.

जो / G. 163

कुट सं० / Code No. 1211200  
खंड / Part II, पृष्ठ / Page 1

### छुट्टी यात्रा रियायत योजना के तहत लागत का बिल / BILL OF COSTS UNDER L.T.C. SCHEME

अनुभागीय / Sectional  
रजिस्ट्रेशन सं० / Registration

दिनांक / Date

लेखा विभाग / Accounts Department

छु. या. रि. योजना रजि. सं० / L. T. C. Scheme Regr. No.

दिनांक / Date

"ए" आवेदक के द्वारा प्रविष्ट की जाए / "A" To be entered by the applicant only.

- |   |  |
|---|--|
| 1. नाम / Name : .....                             | 2. पदनाम / Designation : .....                                     |
| 3. विभाग / Department : .....                     | 4. छुट्टी अवधि / Leave period from : ..... तक/to..... दिनांक /days |
| 5. गृह नगर गंतव्य / Home Town Destination : ..... | 6. नजदीकी रेलवे स्टेशन / Nearest Rly. Station : .....              |

छु. या रि के अंतर्गत यहाँ वर्णित आवेदक को सहायता का लाभ उठाने की अनुमति दी जाती है।  
The applicant described herein is permitted to avail of the assistance under L.T.C.  
स्वयं को / for self  
स्वयं तथा या परिवार को / Self and or family

वरि, लेखाधिकारी / Senior Accounts Officer  
पूर्व-लेखापरीक्षा / Pre-Audit

"बी" "B"

### जावक यात्रा / OUTWARD JOURNEY

आवेदक के परिवार के वे सदस्य जो उसकी इस योजना के तहत गंतव्य तक पहले जा चुके हैं /  
संग जा रहे हैं / बाद गए थे : / Members of the applicant's family who proceeded  
followed/accompanied him to the destination :

नाम / Name	संबंध / Relationship	जन्मतिथि / Date of Birth	खरीदी गई टिकटों का विवरण / Particulars of Tickets Purchased	
1.			रेलवे टिकट पर दर्शाया गया गंतव्य / Destination shown on Rly. Ticket .....	
2.			यात्रा की श्रेणी / Class of Travel .....	
3.			टिकट जारी करने की तिथि / Date of Issue of ticket .....	
4.			जारी करने का स्थान / Place of Issue .....	
5.			टिकट सं० / Ticket Nos.	लागत / Cost
				रु० / Rs.                      पै / P.
6.			पूर्ण / Full .....	
7.			अर्ध / Half .....	

यह प्रमाणित किया जाता है कि आवेदक व उसका परिवार आपने घर / गंतव्य की ओर  
अपनी गाड़ी सं० ..... से यात्रा करेंगे।

Certified that the applicant and his family will travel by  
his/her Car No.....to his/her town/destination

कुल :

Total :

टिकट सं० तथा दरों की मेरे द्वारा जाँच करली गई है तथा छु. या. रि योजना आवेदन रजिस्टर में प्रविष्टि भी कर ली गई है।  
Ticket Nos. and rates actually verified by me and entered in L. T. C. Scheme application Register.

विभागाध्यक्ष / Head of Department

दिनांक / Date.....

स्लिपिक / Clerk  
छु. या. रि. योजना / L. T. C. Scheme

### आवक यात्रा / INWARD JOURNEY

आवेदक के परिवार के उन सदस्यों के नाम जिन्होंने आवक यात्रा उसके साथ / पहले / बाद में की है :

Members of the applicant's family who performed the inward journey accompanying/preceding following him :

खरीदी गई टिकटों का विवरण :

Particulars of tickets purchased

नाम / NAME	संबंध / Relationship	जन्मतिथि / Date of Birth	खरीदी गई टिकटों का विवरण / Particulars of tickets purchased	
			जारी करने का स्टेशन / Station of Issue.....	यात्रा / Travel.....
			जारी करने की तिथि / Date of Issue.....	
			टिकट सं० / Ticket Nos. ....	लागत / Cost
				रु० / Rs.                      पै./P.

कुल :

Total :

यह प्रमाणित किया जाता है कि आवेदक ने अपनी आवक यात्रा

रशिप प्राप्त सं०..... दिनांक.....

आपने परिवार के साथ, गाड़ी सं०..... से संपन्न की है जिसे एतद्द्वारा संलग्न किया जा रहा है।

Certified that the applicant performed his inward

Money Receipt No.....Date.....

Journey with family, by this Car No. ....is attached herewith.

विभागाध्यक्ष / Head of Department

यह प्रमाणित करता हूँ कि उपर्युक्त वर्णित सही है। मैं आगे और प्रमाणित करता हूँ कि मैं/तथा/या मेरे परिवार ने वास्तव में उपर्युक्त यात्रा संपन्न की है तथा दावे की प्रतिपूर्ति दर से निम्न कोटि के आवास की श्रेणी का लाभ नहीं उठाया है।

I certify that the particulars above noted are correct. I further certify that I / and / or my family actually performed the journeys detailed above and have travelled by the Class of accomodation not lower than that for which reimbursement of fare is claim.

आवेदक का हस्ताक्षर / Signature of the applicant .....

दिनांक / Date.....

पदनाम / Designation.....

विभाग / Department.....

**खंड II पृष्ठ-2**  
**PART II Page-2**

वित्त सलाहकार व मुख्य लेखाधिकारी को अग्रोहित / Forwarded to the Financial Adviser & Chief Accounts Officer.

1. यह प्रमाणित किया जाता है कि आवेदक ने मंजूरित छुट्टी की समाप्ति के परचात ड्युटी दिनांक.....से पुनरारम्भ की है।
1. Certified that the applicant resumed duty on.....on expiry of the sanctioned leave
2. स्वीकार्य देय की हए तक व्यय की वापसी का एतदद्वारा आवेदक को / उसके परिवार को अधिकार दिया जायाए
2. Refund of the expenditure to the extent admissible is hereby authorised / for family of the applicant

- 3 (क) जावक यात्रा ..... आरंभ की गई (ख) आवक यात्रा दिनांक.....को आरंभ की गई।
- 3 (a) Outward journey commenced on.....(b) Inward journey commenced on .....

विभागाध्यक्ष / Head of the Department

पदनाम / Designation.....

दिनांक / Date .....

एफ / "F"

(लेखा विभाग के व्यवहार के लिए)  
**(FOR USE IN ACCOUNTS DEPARTMENT)**  
**स्वीकार्य यात्रा सहायता**  
**TRAVEL ASSISTANCE ADMISSIBLE**

यात्रा Journey	वास्तविक लागत आवक Actual cost Inward	न्यूनतम फसले के द्वारा लागत Cost by the shortest route	प्रथम 400 कि.मी. के लिए काटौती Deduction for the first 400 kms.	लिया गया अग्रिम Advance taken	शेष Balance
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जावक / OUTWARD.....

आवक / INWARD.....

**कुल स्वीकार्य सहायता / TOTAL ASSISTANCE ADMISSIBLE**

रु०.....तथा पै०.....का बिल पारित

Bill passed for Rs. ....and paise.....

रु० (शब्दों में)/Rupees (in words).....

बुकिंग अनुभाग की एक्सट्रैक्ट सं०.....दिनांक.....

Booking Section Abstract No. ....Dated.....

आबंदन : / Allocation : 082/520

वरिष्ठ लेखाधिकारी / Senior Accounts Officer  
पूर्व-लेखापरीक्षा / Pre-Audit

**प्राप्ति रसीद**  
**RECEIPT**

रु०.....तथा.....पै० का भुगतान प्राप्त किया।

Received payment of Rs. ....and paise.....

राजस्व मुहर / Revenue Stamp

(आवेदक के हस्ताक्षर) / (Signature of the applicant)

द्वारा प्रदत्त / Paid by

हस्ताक्षर / Signature

दिनांक / Date the.....