

**Leave Travel Concession (LTC) Cash Voucher Scheme 2020 Claim
Submission Format**

Ref. No. IIT/HMC/L TC/SCP/2021, dated. 07.01.2021

During Block Year (2018-21) / New Recruitment Block Year

SL No.	Particular	Details
1	Name of the Official (in Block Letters)	
2	Employee Code	
3	Designation	
4	Hall of Residence	
5	Date of entering the Government Service	
6	Basic Pay (Pay Matrix Level)	
7	Home Town as recorded in Service Book	
8	Whether the concession is to be surrendered for visiting Home-town / All India, and if so block year	
9	No of person availed the scheme	
10	Whether advance is drawn; Yes / No	
11	If yes, amount of advance drawn	

Date:

Signature of the Employees.....

..... **For Office use only**.....

	Entitled amount checked by HMC Auditor	Amount approved
Considered amount spent		
Share of Leave encashment		
Share of fare encashment		
Permitted amount for reimbursement:		

Executive, HMC

HMC, Auditor