

**भारतीय समुद्री विश्वविद्यालय - मुंबई पोर्ट परिसर / INDIAN MARITIME UNIVERSITY - MUMBAI PORT CAMPUS**  
 (एल.बी.एस. कामेंसर & एम.ई.आर.आई) / (LBS CAMSAR & MARINE ENGINEERING & RESEARCH INSTITUTE)  
 हे बंदर रोड , मुंबई / HAY BUNDER ROAD, MUMBAI - 400 033.

**BLOCK YEARS:** \_\_\_\_\_

Name : \_\_\_\_\_  
 Designation : \_\_\_\_\_  
 Basic Pay : \_\_\_\_\_

**FORM OF PARTICULARS OF JOURNEY FOR CLAIMING LEAVE TRAVEL CONCESSION (LTC).**

Details of members who performed the journey	Particulars of Journey				Kind of Journey i.e. by Rail/ Road/ Sea	K.M.	Amount Spent+ reservation Charges/ Sleeper Charges/ etc.	Ticket Nos. and Voucher Nos. (To be attached).
	Departure		Arrival					
	Station Bus Stop	Date	Time (in Hrs.)	Station Bus Stop				
O J U O T U W R A N R E D Y								
I J N O W U A R R N E D Y								

Signature :

Date :

सेवा मे / To,

दिनांक / Date :

निदेशक / The Director,

भारतीय समुद्री विश्वविद्यालय / Indian Maritime University,

मुंबई पोर्ट परिसर / (Mumbai Port Campus)

(एल.बी.एस. कामेंसार & एम.ई.आर.आई) / (LBS CAMSAR & M.E.R.I)

हे बंदर रोड / Hay Bunder Road,

मुंबई / MUMBAI - 400 033.

विषय / Sub. : L. T.C. Claim

महोदय / Sir,

During my regular leave / C.L. of \_\_\_\_\_ days from \_\_\_\_\_ to \_\_\_\_\_

I myself / my family members ( details as given on reverse ) have availed of L.T.C. for visit to

Home Town / visit to any place in India ( \_\_\_\_\_ )

as sanctioned vide our Office Memo. No. Est. G.O./N.G. ( \_\_\_\_\_ ) dated \_\_\_\_\_ for the Block  
of years \_\_\_\_\_.

The particulars in regard to the journey performed by me, are given on reverse. I,  
therefore request that my L.T.C. Claim may please be sanctioned and the amount as admissible,  
may please be reimbursed to me at an early date :-