

Amount of advance, if any, drawn ₹ _____

(अग्रिम राशि, यदि आहरित की गई हो ₹ _____)

1. Cash / Cheque (if Cheque, please mentioned cheque number and date) _____
रोकड़/चैक (यदि चैक है, कृपया चैक नम्बर और दिनांक उल्लेखित करें) _____
2. Particulars of journey(s) for which higher class of accommodation than the one or which the Government servant is entitled, was used. (Sanction No. & Date to be given).
(सरकारी कर्मचारी द्वारा पात्रता से उच्च श्रेणी में की गई यात्रा का विवरण)(स्वीकृति संख्या और दिनांक उल्लेखित करें)

Place		Mode of conveyance	Class to which entitled	Class by which Actually traveled	No. of fares	Fare paid
From	To					

3. Particulars of journey(s) performed by road between places connected by rail.
(रेलमार्ग द्वारा संयोजित स्थानों के बीच सड़क मार्ग से की गई यात्रा का विवरण)

Name of Place		Class to which entitled	Rail fare
From	To		

Certified that the (प्रमाणित किया जाता है कि):-

1. Information, as given above is true to the best of my knowledge and belief: and
(ऊपर दी गयी सूचनाएँ मेरे सर्वोत्तम ज्ञान और विश्वास के अनुसार सत्य हैं: तथा)
2. That my husband/wife is not employed in Government service/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 of the family members for the concerned block of _____ years.
(कि मेरे पति/पत्नि सरकारी सेवा में कार्यरत नहीं हैं/कि मेरे पति/पत्नि सरकारी सेवा में कार्यरत हैं और उनके द्वारा अलग से या उनके या परिवार के किसी भी सदस्य के लिये सम्बन्धित वर्ष खण्ड _____ के लिए रियायत का लाभ नहीं उठाया गया है)

Signature of Employee
(कर्मचारी के हस्ताक्षर)

Note: (1) Time limit for submission of claim (दावा प्रस्ताव हेतु समय सीमा):

- a) If advance drawn- Within One Month from the date of completion of return journey.
b) If advance not drawn- Within Three Months from the date of completion of return journey.
- (2) All the supporting document i.e. tickets/invoice bill should be self-certified.
(सभी सहायक दस्तावेज अर्थात् टिकट्स/इनवॉइस बिल स्व-प्रमाणित होने चाहिए।)



CERTIFICATE GIVEN BY THE EMPLOYEE FOR L.T.C.

1. 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 years
2. I have already drawn T.A. for the Leave Travel Concession in respect of a journey performed by me / my wife with _____ children. The claim is in respect of the journey performed by my wife / myself with _____ children none of whom travelled with the party on the earlier occasion.
3. I have not already drawn T.A. for the Leave Travel Concession in respect of a journey performed by me / my wife with _____ children / _____ children in respect of the block of two years 20_____ and 20_____. This claim is in respect of the journey performed by my wife / myself with _____ children / _____ children one of whom availed of the concession relating to that block.
4. I have already drawn T.A. for the Leave Travel Concession in respect of a journey performed by me in the year _____ in respect of block of two years 20_____ and 20_____. This claim is in respect of journey performed by me in the year 20_____. This is against the concession admissible once every year in a prescribed block for visiting home town as all the members of my family is living away from 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 not employed in Government:
That my husband / wife is employed in Government 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 two years.
7. Certified that my wife / husband for whom L.T.C. is claimed by me is employed in _____ (name of the Public Sector Undertaking / Corporation / Autonomous Body, etc.) which provide Leave Travel Concession facilities but he / she has not preferred and will not prefer any claim in this behalf to his / her employer.
8. Certified that my wife / husband for whom L.T.C. is claimed by me is not employed in any Public Sector Undertaking / Corporation / Autonomous Body, financed by wholly or partly by the Central Government or Local Body, which provides LTC facilities to its employees and their families.

Date:

SIGNATURE OF THE EMPLOYEE