



8. Amount of advance, if any, drawn ..... Rs. ....

9. Particulars of journey(s) for which higher class of accommodation than the one to which the employee is entitled, was used (Sanction No. and date to be given):

Place		Mode of Conveyance	Class to which entitled	Class by which actually travelled	No. of fares	Fares paid	
From	To					Rs.	P.

10. Particulars of journey(s) performed by road between places connected by rail:

Name of places		Class to which entitled	Rail fare	
From	To		Rs.	p.

Certified that-

1. The information as given above is true to the best of my knowledge and belief;
2. That my husband/wife is not employed in Government service/that my husband/wife is employed in Government service & 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 ..... to.....
3. That my husband/wife for whom LTC is claimed by me is employed in .....  
..... (name of the Public Sector undertaking/Corporation/Autonomous Body, etc.), which provides Leave Travel Concession facilities but he/she not preferred and will not prefer, any claim in his behalf to his/her employer; and
4. That my wife/husband for whom LTC is claimed by me is not employed in any Public Sector undertaking/Corporation/Autonomous Body financed wholly or partly by the Central Government or a Local Body, which provides LTC facilities to its employees and their families.

Date .....

Signature of the Employee

**PART B**

[To be filled by the Bill Section]

1. The net entitlement on account of Leave Travel Concession works out to Rs. ....

(Rupees .....)

as details below-

(a) Railway/Air/Bus/Steamer fare

(b) Less amount of advance drawn vide Vr. No. .... dt.....

Net amount

	Rs.	P.
(a) Railway/Air/Bus/Steamer fare		
(b) Less amount of advance drawn vide Vr. No. .... dt.....		
Net amount		

2. The expenditure is debitable to .....

Bill Clerk  
(initial)

Drawing and Disbursing Officer  
(Signature)

Countersigned

Controlling Officer  
(Signature)

Certified that necessary entries have been made in the Service Book of  
Shri/Smt./Kum. ....

(Signature of the Officer authorized  
to attest entries in the Service Book)

**CERTIFICATES TO BE GIVEN BY THE CONTROLLING OFFICER**

*Certified-*

(i) that Shri/Smt./Kumari (name of the employee) ..... has rendered continuous service for one year or more on the date of commencing the outward journey.

(ii) that necessary entries as required under Para. 3 of the Ministry of Home Affairs, O.M. No. 431/55-Ests. (A) Part II, dated the 11<sup>th</sup> October, 1956 have been made in the Service Book of Shri/Smt./Kum.

.....

(Signature and designation of the Controlling Officer)

## CERTIFICATES TO BE GIVEN BY THE EMPLOYEE

1. I have not submitted any other claims so far for Leave Travel Concession in respect of myself or my family members in respect of the block of two years 20..... And 20.....
  2. I have already drawn TA for the Leave Travel Concession in respect of a journey performed by me/my wife/husband with ..... children. This 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. The journey has been performed by me/my wife with children to the declared 'home town', viz.....
  4. *That my husband/wife is not employed in .....  
(Name of the Govt. Deptt. / Public Sector undertaking / Corporation / Autonomous body).*
- 

That my husband/wife is employed in Govt. Deptt. / Public Sector undertaking / Corporation / Autonomous body and the concession has not been availed of by him/her separately for himself/herself or any of the family members for the concerned block of two years.

*Signature of the Employee*