

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 Government servant is entitled, was used. (Sanctioned No. & Date to be given).

Place		Mode of Conveyance	Class to which entitled	Class by which actually travelled	No. of fares	Fare Paid	
From	To						

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

Name of Place		Class of which entitled	Rail Fare Rs.
From	To		

Certified that the

1. Information, as given above is true to the best of my knowledge and belief and
2. That my husband/wife is not employed in Government service/that my husband/wife is employed in Government service and the concession has been availed of him/her separately or himself or for any of the family members for the concerned block of _____ year.

Dated _____

Signature of Government Servant

PART -B (To be filled in the Bill Section)

1. The net entitlement on account of leave travel concession works out to Rs. _____ as detailed below :-
 - (a) Railway/Air/Bus Steamer fare Rs. _____
 - (b) Less amount of advance drawn vide voucher No. _____ Dated _____
Rs. _____

Net amount Rs. _____

2. The expenditure is debitable to Initials of Bill Clerk

**Signature of Drawing & Disbursing Officer
Countersigned**

Signature of Controlling Officer

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

**Signature of the Officer
authorised to attest entries in
the Service Book**

L.T.C. CERTIFICATE

CERTIFICATE TO BE GIVEN BY THE CONTROLLING OFFICER

- (i) Certified that Sh./Smt./Ms. (Name of the Govt. servant) has rendered continuous service for one year or more on the date of commencing the outward journey.
- (ii) Certified that necessary entries as required under Para 3 of the Ministry of Home Affairs O.M. No. 43/1/55-Ests.(A) part II. dated 11th October, 1956 have been made in the Service Book of Sh./Smt./Ms.

Signature & Designation of the Controlling Officer

CERTIFICATE TO BE GIVEN BY THE GOVERNMENT SERVANT

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 block of two years 20..... and 20.....
2. I have already drawn T.A. for the Leave Travel Concession in respect of a journey performed by me/ my wife with children.
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/my family members in respect of block of two years 20..... and 20.....
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 a journey performed by me in the years
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 place of work.
5. This journey has been performed by me with my wife with children/my family members to the declared home town viz.
6. That my husband/wife is not employed in the Government.
That my husband/wife is employed in the 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 provides 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 etc., financed wholly or partly by the Central Government or Local Body which provides L.T.C. facilities to its employees and their families.

Signature of the Govt. servant

APPLICATION FOR ENCASHMENT OF EARNED LEAVE FOR L.T.C. PURPOSE CLAIMED FOR THE BLOCK YEAR		
1	Name of the Officer	
2	Designation	
3	No. of days claimed for encashment	
4	Period of EL/CL availed during LTC	
5	EL Balance of Credit	
6	Basic Pay	
	Grade Pay	
	DA	
	Total	
7	Amount claimed for encashment of 10 days (will be filled up by the Office)	

Signature

Name of the Govt. Servant

Designation