



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

<i>Place</i>		<i>Mode of conveyance</i>	<i>Class to which entitled</i>	<i>Class by which actually traveled</i>	<i>No. of fares</i>	<i>Fares paid Rs.</i>
<i>From</i>	<i>To</i>					

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

<i>Name of places</i>		<i>Class to which entitled</i>	<i>Rail fare</i>	
<i>From</i>	<i>To</i>		<i>Rs.</i>	<i>P.</i>

**CERTIFICATES 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 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 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. I have not already drawn TA for the Leave Travel Concession in respect of a journey performed by me/my wife with ..... childred/ ..... children in respect of the block of two years ..... and ..... This claim is in respect of the journey performed by my wife with ..... children/ ..... children none of whom availed of the concession relating to that block.
4. I have already drawn TA for the Leave Travel Concession in r/o a journey performed by me in the year ..... in r/o of block of two years..... and ..... This claim is in r/o of the journey performed by me in the year ..... 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. The journey has been performed by me/my wife with children to the declared 'hometown', viz.....
6. 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 for himself/herself or for any of the family members for the concerned block of years..... to.....;
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 from 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 wholly or partly owned by the Central Government Local Body which provides LTC faculties to its employees and their families.

SIGNATURE OF THE GOVERNMENT SERVANT

DATE:

CONTACT NO:

**PART B**

(To be filled in by the Bill Section)

- Entitlement scrutinized as per check list at P/ \_\_\_\_\_ C
  
- The net entitlement on account of leave travel concession works out to  
Rs. ....  
(Rupees.....) as detailed  
below-
  - (a) Railway/Air/Bus/Steamer fare                      Rs. ....
  
  - (b) Less Amount of advance drawn vide  
    Vr. No..... dated.....  
    Rs.....
  
  - Net amount                      Rs.....
  
- The expenditure is debatable to LTC facility (15007) for 20\_\_\_\_\_ - \_\_\_\_\_

Dealing Assistant

Section Officer (F)

Drawing and Disbursing Officer

Sanctioned and passed for Rs. .... Rupees

.....  
.....  
.....

**Finance Officer**

**Vice-Chancellor**

**PART C**

[To be filled in by Administration]

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)

**LTC CERTIFICATE**

*Certified:*

*(i) that Shri/Shrimati/Kumari (name of the Government servant)..... 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, OM No. 43/1/55-Ests.(A)-Part II, dated the 11<sup>th</sup> October, 1956, have been made in the Service Book of Shri/Shrimati/Kumari.....*

**REGISTRAR**

**PART D**

**FOR USE IN ACCOUNTS DEPARTMENT**

Voucher No. ....  
.....

Dated

Pay Rs. .... Rupees  
.....

Vide cheque / Advice No. .... dated  
.....

Signature of the Drawing and Disbursing Officer