



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 (Sanction No. and date to be given):

Place		Mode of conveyance	Class to which entitled	Class by which actually travelled	No. of fares	Fare paid Rs.
From	To					

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

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

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 and the concession has been availed by him/her separately for himself/herself or for any of the family members for the concerned block of years From \_\_\_\_\_ 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 this 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.

Signature of the Employee

Designation :

Date \_\_\_\_\_

**PART – B**

1. The net entitlement on account of leave travel concession works out to Rs. \_\_\_\_\_  
(Rupees \_\_\_\_\_) as  
detailed below:-

	Amount (Rs.)
(a) Railway /Air/Bus/Steamer fare _____	
(b) Less : Amount of advance drawn vide Vr. No. _____ Date _____	
Net Amount (Rs.)	

2. The expenditure is debitable to \_\_\_\_\_

Dealing Assistant

Drawing and disbursing Officer

Counter signed

Controlling Officer

Certified that necessary entries have been made in the Service Book of

Shri/Smt./Kum \_\_\_\_\_

Dealing Assistant

Asstt. Personal Officer / Administrative Officer-III

**Receipt**

Received Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ )

Vide cheque No. \_\_\_\_\_ Dated \_\_\_\_\_

Signature of the Employee

Designation :

Date : \_\_\_\_\_