

8. ली गई अग्रिम की राशि यदि कोई है
Amount of advance, if any drawn

रुपये
Rs.....

9. उस/उन यात्रा/यात्राओं की विशिष्टियां जिनके लिए सरकारी सेवक ने उस श्रेणी से, जिसका वह हकदार है, उच्चतर श्रेणी में वास-सुविधा का उपयोग किया है।

Particulars of journey(s) for which higher class of accommodation that the one to which the Government servant is entitled, was used. (Sanctioned No. & Date to be given).

स्थान		वाहन का प्रकार	वह श्रेणी जिसके लिए हकदार है	वह श्रेणी जिसमें वास्तव में यात्रा की है	भाड़ों की संख्या	संवत भाड़ा	
से	तक					रु.	पै.
Place		Mode of Conveyance	Class to which entitled	Class by which actually travelled	No. of fares	Fare Paid	
From	To					Rs.	P.

10. रेल से जुड़े स्थानों के बीच सड़क से की गई यात्रा (यात्राओं) की विशिष्टियाँ
Particulars of journey(s) performed by Road between places connected by rail.

स्थान का नाम		वह श्रेणी जिसके लिए हकदार है	रेल भाड़ा
से	तक		
Name of Place		Class of which entitled	Rail Fare Rs.
From	To		

यह प्रमाणित किया जाता है कि :-

Certified that the

- उपरोक्त जानकारी मेरे सर्वोत्तम ज्ञान और विश्वास के अनुसार सत्य है; और
Information, as given above is true to the best of my knowledge and belief and
- मेरा/मेरा पति/पत्नी सरकारी सेवा में नियोजित नहीं है। मेरा/मेरा पति/पत्नी सरकारी सेवा में नियोजित है, और अपने रियायत का उपभोग अलग से या स्वयं के लिए या कुटुम्ब के किसी भी सदस्य के लिए संबंधित..... ब्लाक वर्ष के लिए नहीं किया गया है।

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.

तारीख
Dated.....

सरकारी सेवक के हस्ताक्षर
Signature of Government Servant

भाग-ख (बिल अनुभाग द्वारा भरा जाएगा)
PART-B (To be filled in the Bill Section)

1. छुट्टी यात्रा रियायत की बाबत शुद्ध हकदारी _____ रु. बनती है, जिसके ब्यौरे नीचे दिए गए हैं :-
The net entitlement on account of leave travel concession works out to Rs. _____ as detailed below :-

(क) रेल/वायुयान/बस/स्टीमर यात्रो भाड़ा _____ रु.
(a) Railway/Air/Bus Steamer fare Rs. _____

(ख) वाउचर सं _____ तारीख _____ के अनुसार ली गई अग्रिम की राशि घटा दें।
(b) Less amount of advance drawn vide voueher No. _____ Dated _____ Rs. _____

शुद्ध रकम _____ रु.
Net amount Rs. _____

2. व्यय _____ में विकलनीय है। बिल लिपिक के आद्यक्षर
The expenditure is debitable to Initials of Bill Clerk

आहरण और सवितरक अधिकारी के हस्ताक्षर
प्रतिहस्ताक्षरित
Signature of Drawing & Disbursing Officer
Countersigned

नियंत्रक अधिकारी के हस्ताक्षर
Signature of Controlling Officer.

प्रमाणित किया जाता है कि श्री/श्रीमती/कुमारी की सेवा पुस्तिका में आवश्यक प्रविष्टियां कर दी गई हैं।
Certified that necessary entries have been made in the Service Book of Shri/Shrimati/Miss _____

सेवा पुस्तिका में प्रविष्टियों को सत्यापित करने के लिए
प्राधिकृत अधिकारी के हस्ताक्षर
Signature of the Officer
authorised to attest entires in the Service Book

L.T.C CERTIFICATE
CERTIFICATE TO BE GIVEN BY THE CONTROLLING OFFICER

Certified that:

- (i) That Shri/ Smt/ Kumari _____ 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. 43/1/55-Ests. (A) Part-II, dated the 11th October, 1956, have been made in the service book of Shri/ Smt./ Kumari _____.

Signature and 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 the block of the years 20 _____ and 20 _____.
2. I have already drawn T.A. for the Leave Travel Concession in respect of the journey performed by me / my wife with _____ children (Age.....). This claim is in respect of the journey performed by my wife/ myself with _____ children none of whom traveled with the party on the earlier occasion.
3. I have not already drawn T.A. for the Leave Travel Concession in respect of 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 _____ none 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, 20 _____ in respect of block of two years 20 _____ and 20 _____. This claim is in respect of the 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 are living away from my place of work.
5. The journey has been performed by me/ my wife ____ children to the declared home town 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 two years.

7. Certified that my wife/ husband for whom LTC is claimed by me is employed in _____ (name of the public sector undertaking/ corporation/ autonomous bodies, 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 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. Order Nos. 10 and 25.

Signature of the Government Servant