

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. & Date to be given.)						
Place		Mode of conveyance	Class to which entitled.	Class by which actually travelled	No of Fares	Fare paid	
From	To					Rs.	P.
10.	Particulars of journey (s) performed by road between places connected by rail.						
Nature of place			Class to which entitled	Rail fare			
From	To			Rs.	P.		

Certified that the: -

- Information, as given above is true to the best of my knowledge and belief; and
- 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 or himself/ herself or for any of the family members of the concerned block of _____ Years.

Date: _____

Signature of Government Servant

Part – B (to be filled in the Bill Section)

- The net entitlement on account of leave travel concession works out to Rs. _____ as detailed billow: -
 - Railway/ AIR/ Bus/ Steamer fare Rs. _____
 - Less amount of advance drawn vide
Voucher No _____ dated _____ Rs. _____
Net Amount _____

- The expenditure is debitable to

Initial of Bill Clerk

Signature of Drawing & Disbursing Officer

Counter signed

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

**Signature of the officer authorized to
attest entries in the Service Book.**

Passed for Rs. _____ Rupees _____

Signature of Controlling Officer

FOR USE IN ACCOUNTS BRANCH / PAY AND ACCOUNTS OFFICER

VOUCHER NO _____ DATED _____

Pay Rs. _____ Rupees _____

Vide Cheques No. _____ Dated _____

Signature of Drawing & Disbursing Officer

LTC CERTIFICATE CERTIFICATES TO BE GIVEN BY THE CONTROLLING OFFICER

Certified:

- (i) That Shri/Shrimati/Kumari (Name of the Govt. Servant) _____
Has rendered continuous services 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 11th Octobor,1956 have made in the Service Book of Shri/Shrimati/Kumari

Signature & Designation of Controlling Officer

CERTIFICATE TO BE GIVEN BY THE GOVT. SERVANT

1. I have not submitted any other claim so for Leave Travel Concession in respect of myself family members in r/o the block of the years _____ and _____
2. I have already drawn TA for the Leave Travel Concession in respect of journey performed by me /my/ wife with _____ children. The claim is in respect to the journey performed by me/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 _____ children/ _____ children/ in respect of the block 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 the 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 /children/ _____ to the declare home town viz _____.
6. That my husband/ wife is not employed in Government. 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 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 L.T.C facilities to its employees and their families.

Signature of Government Servant

Self- Declaration Certificate for Completion of Journey

(Annexure to O.M No. 19024/03/2021-E.IV dated 31st December, 2021)

1. I (Name of the employee. _____) hereby declare and certify that.
2. I have actually performed the onward journey from _____ to _____ on _____ (date) and return journey from _____ to _____ on _____ for The purpose of Tour/Training.

OR

3. I/We have actually performed the onward journey from _____ to _____ on _____ (date) and return journey from _____ to _____ on _____ for the purpose of Transfer/LTC/Retirement. The particulars of the self and family members who have performed journey either with the Government servant or separately are as under: -

Sl.No	Name	Age	Relationship with Govt. Servant

4. In case the above declaration given by me is not found true at any stage, I shall be liable to disciplinary action under Central Civil Services (Classification, Control and Appeal) Rules, 1965, as amended from time to time.

Name of the Government Servant: _____

Designation: _____

Name of the Ministry/Department: _____

To

Admin/ Establishment Section

Ministry/ Department _____