

For the Block of Year

Part-A (To be filled by the Government Servant)

- [illegible]

13. Amount of advance, if any drawn Rs _____

14. 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.

15. 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. I have/have not submitted any other claim so far for the block of two year ____ and _____ for LTC in respect of my family members.
2. I have/have not submitted any other claim so far for the block of four years _____ for LTC in respect of my family members.
3. I have/have not submitted any other claim so far LTC in respect of myself for the calendar year _____ and that my family was away from me at the time of the said journey.
4. I have already drawn/not drawn TA for LTC in respect of the journey performed by me with spouse & children. This claim is in respect of the journey performed by myself with children none of whom have traveled with the party on the similar occasion.
5. That my husband/wife is not employed or that my husband/wife is employed in _____ and that the concession has not been availed by him/her separately for himself/herself or for any other members of the family for the concerned block of two years/four years.
6. That I and/or the members of my family have actually traveled by the class of accommodation for which concession has been claims.
7. Information, as given above is true to the best of my knowledge and belief.

Date :

Signature of the Government servant _____

PART B (To be filled in the Bill Section)

The net Settlement on account of leave travel concession works out to Rs_____ as detailed below:-

- a) Railways/Air/Bus steamer fare Rs_____
- b) Less amount of advance drawn vide voucher No_____ Dated _____Rs._____

Net Amount Rs_____

The Expenditure is debatable to Initials of Bill Clerk

Signature of Drawing and Disbursing Officer

Countersigned

Signature of Controlling Officer

Certified that:

1. Shri/Smt./Miss _____ has rendered continuous service of more than one year on the date of commencement of the outward journey.
2. Necessary entries as required under para 52 of the schedule have been made in the Service Book of the officer concerned.
3. The claim has not been preferred before in any shape or form as per our office records (verified from Personal File & Service Book).
4. That the parents of the officer are dependent on him.

Date_____

Place_____

Signature of the Officer
Authorized to attest entries in the Service Book