

8. Amount of Advance, if any, drawn: ` _____ on _____

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

Places		Mode of Conveyance	Class to which entitled	Class to which actually travelled	No. of Fares	Fares paid	
From	To					`	p

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

Name of Places		Class to which entitled	No. of Fares	Rail Fare	
From	To			`	p

Certified that-

- The information as given above is true to the best of my knowledge and belief;
- 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 concern block of years to.....
- 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
- 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 partially by the Central Government or a Local Body which provides LTC facilities to its employees and their families.

Date: _____

Signature of Government Servant

PART B

[To be filled in by the Account Section]

1. The net entitlement on account of Leave Travel Concession works out to ` _____ (Rupees _____ only)

As detailed below –

- (a) Railway/Air/Bus/Steamer fare
- (b) Less amount of advance drawn vide Vr. No. _____, dated _____

	p

Net

Amount

2. The expenditure is debitable to _____

Deputy Accountant

Accountant

Deputy Registrar (F&A)

Director

Certified that necessary entries have been made in the Service Book of
Shri/Smt./Kumari _____

(Signature of Officer authorised to
attest entries in the Service Book)