

APPLICATION FOR ENCASHMENT OF EARNED LEAVE IN CONNECTION
WITH LTC

Name :

Designation :

Section/Party :

Band Pay :

Grade Pay

Details of Leave sanctioned in connection with LTC :

Number of days of EL requested to surrender :

Signature :

Date :

To be filled by Entitlement Section

Certified that information/application for advance for LTC has been received in this section. The official is eligible for LTC for the Block Year.....

AAO/Entt

To be filled by Bills Section

Certified that application for EL for the period from to is received by Bills section and entered in the leave account of the official. Leave ofdays requested for surrender also debited in the leave account. Balance of EL at credit as on date is.....

AAO/Bills

17. CERTIFICATE / DECLARATION

- (a) Certified the parents/sisters/brothers/children/spouse for whom LTC advance is applied are wholly dependent on me and residing with me
- (b) I declare that the particulars furnished above are true and correct to the best of my knowledge. I undertake to provide the tickets from the outward journey within 10 days of receipt of advance.
- (c) In the event of cancellation of journey, or if I can't produce the tickets within 10 days of receipt of advance, I undertake to refund the entire advance in one lumpsum.
- (d) Certified that my wife/husband for whom LTC is claimed by me is employed in a Central Government Office -----
Name and Office to be shown and that he/she hasn't preferred and will not prefer any claim in this behalf to his/her office
- (e) Certified that my wife/husband for whom LTC is claimed by me is employed in -----
(Name of Public Sector Undertaking/Corporation/ Autonomous Body etc.)
Which provides Leave Travel Concession facilities but he/she had not preferred and will not prefer any claim in this behalf to his/her employer.
- (f) Certified that my wife/husband for whom LTC is claimed by me is not employed in may Public Sector Undertaking/Corporation/Autonomous body financed wholly or partly by the Central Government or local body, which provided LTC facilities to its employees and their families.

Signature :

Date :

REMARKS OF THE LEAVE SANCTIONING AUTHORITY:

Official applied for leave as at Col. 10 and the same had been sanctioned.

Signature of the leave
Sanctioning authority
Designation & Section/Party

भाग - ख / PART - B

(बिल अनुभाग द्वारा भरा जाएगा / To be filled in the Bill Section)

1. छुट्टी यात्रा रियायत की बाबत शुद्ध हकदारीरु. 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 या वायुमान/बस/स्टीमर यात्रा भाडा 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 : Rs.....

Voucher No..... Dated.....

शुद्ध रकम / Net Amount Rs.....

2. व्ययमें विकलनीय है

The expenditure is debitable to.....

बिल लिपिक के आद्यक्षर
Initials of Bill Clerk

आहरण और संवितरक अधिकारी के हस्ताक्षर
Signature of Drawing & Disbursing Officer

प्रतिहस्ताक्षरित
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 है।

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

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

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

Certified :-

- (i) That Shri / Srimati / Kumari (Name of the Govt. Servant)_____ 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 11th October, 1956 have been made in the Service Book of Shri. /Shrimati / Kumari _____

(Signature & Designation of the Controlling Officer)

CERTIFICATE TO BE GIVEN BY THE GOVT. 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 year 20_____ and_____
2. I have already drawn T. A. for the Leave Travel Concession in respect of a journey performed by me/my wife with_____ children. This claim is in respect of the journey performed by my wife / myself with_____ children none of whom travelled with the party on the earlier occasion.
3. I have not already drawn T. A. for the Leave Travel Concession in respect of a 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 year 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 Place of work.
5. The journey has been performed by me /my wife with_____ children/_____ children to the declared 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 memebtrs 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 to 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 / Automomous Body, financed wholly or partly by the Central Government or Local Body, which provides LTC facilities to its employees and their families.

Signature of the Govt. Servant.

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 than the one to which the Govt. servant is entitled, was used (Sanction No. and date to be given.)

स्थान / PLACE		वाहन का प्रकार Mode of conveyance	वह श्रेणी जिसके लिए हकदार है Class to which entitled	वह श्रेणी जिसमें वास्तव में यात्रा की है Class by which actually travelled	भाडों की संख्या No. of Fares	संदत्त भाडा Fare Paid
से From	तक To					
1	2	3	4	5	6	7
						रु./Rs.

10. रेल से जुड़े स्थानों के बीच सड़क से की गई (यात्राओं) की विशिष्टियां।

Particulars of Journey(s) performed by Road between places connected by Rail.

स्थानों का नाम / Name of Places		वह श्रेणी जिसके लिए हकदार है Class to which entitled	रेल भाडा Fare Paid
से / From	तक/ To		
1	2	3	4
			रु./Rs.

Certified that the :-

- (1) उपरोक्त जानकारी मेरे सर्वोत्तम ज्ञान और विश्वास के अनुसार सत्य हैं। और
Information, as shown above is true to the best of my knowledge and belief : and
- (2) मेरा पति / मेरी पत्नी सरकारी सेवा में नियोजित नहीं है / मेरा पति / मेरी पत्नी सरकारी सेवा में नियोजित हैं, और अपने रियायात का उपभोग अलग से या स्वयं के लिए या कुटुम्ब के किसी भी सदस्य के लिए संम्बधित ब्लाक वर्ष के लिए नहीं किया है।
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 for any of the family members for the concerned block of years

(.....)

सरकारी सेवक के हस्ताक्षर

Signature of the Government Servant

तारीख / Date : _____