

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

Certified :-

1. That Mr./Mrs./Miss (Name of the Govt. servant) has rendered continuous service for one year or more on the date of commencing the outward Journey.
2. 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 Mr./Mrs./Miss.....

(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 years 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 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 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 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 to his / her employer.
8. Certified that my wife / husband for whom L.T.C. is not employed in any Public Sector Undertaking / Corporation / Autonomous 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

: 3 :

भाग ख / PART-B

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

छुट्टि यात्रा विनियम की बाबत शुद्ध हकदारी बनती हैं, जिनके ब्यौरे नीचे दिये गए हैं।
The net entitlement on account of leave travel concession works out to
RS..... as detailed below:-

(क) रेल या वायुयान / बस / स्टीमर यात्रा भाड़ा RS.....
Railway/Air/Bus/Steamer fare:

(ख) वाउचर सं. तारीख
के अनुसार ली गई अग्रिम की राशि घटा दे। RS.
Less Amount of advance drawn vide
Voucher No. dtd.....

शुद्ध रकम / Net Amount RS.....

2 व्यय में विकलनीय हैं।
The expenditure is debitable to.....

बिल लिपिक के आक्षर
Initials of Bills Clerk

आहरण और संवितरक अधिकारी के
Signature of Drawing & Disbursing Officer

प्रतिहस्ताक्षरित
COUNTERSIGNED

नियंत्रक अधिकारी के हस्ताक्षर
Signature of Controlling Officer

प्रमाणित किया जाता है कि श्री / श्रीमती / कुमारी
के सेवा पुस्तिका में आवश्यक प्रविष्टियां कर दी गई हैं।

Certified that necessary entries have been made in the Service Book of
Mr./Mrs./Miss.....

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