

**CERTIFICATES TO BE GIVEN BY THE CONTROLLING OFFICER
IN CONNECTION WITH LTC CLAIM**

Certified

- (i) that Shri / Shrimati / Kumari (name of the Government 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 the 11th
October, 1956, have been made in the Service Book of Shri / Shrimati /
Kumari.....

(Signature and Designation of the Controlling Officer)

CERTIFICATES TO BE GIVEN BY THE GOVERNMENT 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 two years 20..... and 20.....
- (2) I have already drawn TA for the Leave Travel Concession in respect of
a journey performed by me/ my wife withchildren.
This claim is in respect of the journey performed by wife/ myself with
..... children none of whom travelled with the party on
the earlier occasion.
- (3) The journey has been performed by me/ my wife with children to the
declared "home town", viz.....
- (4) 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 any of the family members for the concerned block of two years.

Signature of the Government Servant