OFFICE OF THE ACCOUNTANT GENERAL (COMMERCIAL AND RECEIPT AUDIT) TAMILNADU LEKHA PARIKSHA BHAVAN, 361, ANNASALAI, CHENNAI-18.

APPLICATION FOR AVAILING LEAVE TRAVEL/HOME TOWN CONCESSION

1.a) Name of the Govt. Servant			
b) Designation	•		•
c) Section			
d) Basic Pay	•		
2.a) Whether married Yes or No			
b) If married, office where Wife/Husband is married employed	•		
3. Date of entry in Service			
4. Name of Home Town already declared			
5. Edock year in which he/she intend to avail the concession			
6. If Leave Travel Concession already availed in the same block year			
a) Place of visit			
b) Details for whom the concession already availed			
7. Place to which he intends to proceed now	•		
a) Date of outward journey	•	•	
b) Nature of leave proposed to be taken:			

SL. No.	Name		Relationship
9. Total m Return	unber of tickets for forward journey/ ourney		
	ee from Headquarters to the d place of visit		
11. Train t	are		
Bust	are		•
Total			
12.90° o of	the amount shown in item 11		
•	er applied for LTC advance for the ear 20 to 20 but did not perform	•	
	ed that I have not availed of LTC/HT Fown during the block year 20 to	▼" 	in India/
		Signature of t	he Applicant.
Date:			

E THE CO.

1) Ruilway cash receipt Ticket for the outward journey should be produced within 10 days from the drawal of advance to show that the Government Servant has actually utilized the amount to purchase the tickets and the outward journey should commence within the sixty day from drawal of advance.

(Vide G.L.O M.No.31011/4/78 Estts. Dated 04-09-1990)

2) Bus tickets should be produced in original for the distance covered by road.

3) Train tickets should be furnished without fail in the final bill for the journeys performed by rail. Failure to furnish the bus ticket/train ticket numbers will not be condoned under any circumstances.

eave	Tra	vel Con	cession B	ill for th	e block o	fyear	to	* * * * * * *	* * * * *
		Not		li shoule		ared in duplicate- o	•		
-	•		PART-A	(To be	filled up t	y Government Ser	vant)		
						2. Designatio			•
						uarters			•
			* *			*****			
i. Nat	ure	and Per	riod of lea	ve sanct	ioned, fro		To	*****	* * • • • •
. Par	ticu	lars of i	nembers	of family	in respec	ct of whom the L.T	.Chas	een cla	imed.
	Nai	ne	-			\ge	Relationship with the Govt. Servant		
	* }								
5.	·								
). Det Depar	· · · · · · · · · · · · · · · · · · ·		ney(s) per Arrival			Servant members conversed Mode of Travel			Remarks
Date		From	Date &	70	in kins	and class of	O.	paid	
			time			accommodation used.	fares		
time									
time									
time								•	l l
time									

9. Particulars of journey(s) for which higher class of accommodation than the one to which the Govt. Servant is entitled was used. (Sanction Number and Date to be given).

Place		Mode of		Class by	No. of	Fare paid	
From	To	conveyance entitled		which actually travelled	fares	Rs.	Ps.

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

Name of r	laces	Class to which entitled	Rail fare Rs.		
From	To				

Certified that the

1. Information, as given above is true to the best of my knowledge and belief and

2. 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 or himself/herself of for any of the family members for the connected block of years.

Signature of Government servant with Date

Details of family for the purpose of availing LTC

of Birth			
of Appointment:			
Details of the members of my family a	is on		
Name of the members of the family	Date of Birth	Relationship with the officer	Remarks
I hereby by undertake to keep the above of Office any addition or alternation.			
	Details of the members of my family a Name of the members of the family I hereby by undertake to keep the above of Office any addition or alternation.	Details of the members of my family as on	Details of the members of my family as on

Family: The term 'family' for the purpose of LTC means (w.e.f 01.10.1998)

1) the government servant's Wife/Husband.

Name of the Government servant

I.D No

Designation

- 2) Two surviving unmarried children or stepchildren, wholly dependent upon the Government servant, whether, or not residing with the Government Servant.
- 3) Martied daughters, who have been divorced, abandoned or separated from their husbands, of residing with and wholly dependent upon the Government servant.
- 4) Unmarried minor brothers, unmarried, divorced, abandoned, separated from their husbands or widowed sisters residing with and wholly dependent on the Government servants, provided their parents are either not alive or are themselves wholly dependent on the Government servant.

5) Parents and/or stepmother residing with and wholly dependent on the Government servant.

6) "Children" include children taken as wards by Government servant under the "Guardians and Wards Act, 190" provided such a ward is treated as member of the family and the Government servant, through a special will, has given such a ward the same as a natural born child.

Note:

- i) The dependency condition does not apply on the government servant's spouse.
- ii) The restriction of two surviving children in the definition of the family shall not apply in respect of children existing as on 20.10.1997 and child born within one year from 20.10.1997 and also in case of multiple births after one child.
- iii) A person is said to be wholly dependent if his income from all sources does not exceed Rs.1500/- p.m w.e.f. 01.10.1997.

OFFICE OF THE ACCOUNTANT GENERAL (C& RA) TAMIL NADU 361, ANNA SALAI, TEYNAMPET, CHENNAI 600 018

L. T. C CLAIMS

CERTIFICATE TO BE GIVEN BY THE GOVERNMENT SERVANT

- 1. I have not submitted any other claims so far for leave travel concession in respect of myself or my family members in respect of the Block of Two/Four Years 19 and 19
- 2. I have already claimed T.A. for the leave Travel Concession in respect of journey performed by me/my wife with children. This claim is in respect of the journey performed by wife/myself with children, none of whom traveled with the party on the earlier occasion.
- 3. The journey has been performed by me/my wife with child to the declared Home Town/Intended place, 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/four years.

Signature of the Government Servant

CERTIFICATE TO BE GIVEN BY THE CONTROLLING OFFICER

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a .	that	Shri/Si	nt/Ku					·		has
					vice for on the outwar			ore tha	in one ye	ar on
b.					as requirec			3 of (the Minis	try of
	Home	Affairs	O.M.	No. 4	3/1/55 Est	: (A) Pa	irt II	dated	11-10-56	have
•	peen	made	in	the	Service	Book	of	Shri.	Smt./	Kum
			•							

SENIOR AUDIT OFFICER/CLAIMS