

LTC CERTIFICATE TO BE GIVEN BY THE CONTROLLING OFFICER

Certified :

(i) that Shri/Shrimati/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 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 for Leave Travel Concession in respect of myself or my family members in r/o the block of the years.....and.....
2. I have already drawn TA for the Leave Travel Concession in respect of journey performed by me/my wife with.....children. The claim is in respect to the journey performed by my wife/myself withchildren none of whom traveled with the party on the earlier occasion.
3. I have not already drawn TA 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.....andThis claim is in respect of the journey performed by my wife with.....children/.....children none of whom availed of the concession relating to that block.
4. I have already drawn TA for the Leave Travel Concession in r/o a journey performed by me in the year.....in r/o of block of two years.....and..... This claim is in r/o of the journey performed by me in the year.....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.....children/.....children to the declare 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 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 from 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/Autonomous body financed wholly or partly owned by the Central Government Local Body which provides L.T.C facilities to its employees and their families.

Signature of Government Servant