

PART A

(To be filled in by the Government servant)

1. Name

2. Designation

3. Pay

4. Headquarters

5. Nature and period of leave sanctioned:

Nature of leave from From To

6. Particulars of members of family (including employee) in respect of whom the Leave Travel Concession has been claimed:

Sl. No.	Names	Age	Relationship with the Govt. servant

7. Details of journey (s) performed by Government servant and the members of his/her family.

Date	Departure Place	Arrival Place	Distance in km	Mode of travel	Class of Accommodation used	No. of fares	Fares paidm Rs. P.	Remarks

8. Amount of advance, if any, drawn Rs.

9. Particulars of journey (s) for which higher class of accommodation than the one to which the Government servant is entitled, was used (Sanction No. and date to be given):

Place From To	Mode of conveyance	Class to which entitled	Class by which actually traveled	No. of fares	Fares paid Rs. P.

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

Name of places From To	Class to which entitled	Rail fare Rs. P.

CERTIFIED THAT.-

1. The information as given above is true to the best of my knowledge and belief;
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 for himself/herself or for any of the family members for the concerned block of years to
3. That my husband/wife for whom LTC 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; and
4. That my husband/wife for whom LTC is claimed by me is not employed in any Public Sector Undertaking/Corporation/Autonomous Body. Financed wholly or partly by the Central Government or a Local Body, which provides Leave Travel Concession facilities to its employees and their families.

Date

Signature of Government servant

For Office Use

Total Amount Admissible	-
Less: Advance	-
Net Payable/Receivable	-

Dy. Registrar
(Admin)