

8. ली गई अग्रिम की राशि, यदि कोई है _____
Amount of advance, if any, drawn Rupees
9. उस / उन यात्रा / यात्राओं की विशिष्टियाँ जिनके लिए सरकारी सेवक ने उस श्रेणी से, जिसका वह हकदार है. उच्चतर श्रेणी में वास-सुविधा का उपयोग किया है। _____
Particulars of journey(s) for which higher class of accommodation than the one to which the Govt. servant is entitled was used (Sanction No. & Date to be given)

स्थान Place		वाहन का प्रकार Mode of conveyance	वह श्रेणी जिसके लिए हकदार है Class to which entitled	वह श्रेणी जिसमें वास्तव में यात्रा की है Class by which actually travelled	भाड़ों की संख्या No. of fares	संदत भाड़ा Fare paid	
से From	तक To					Rs.	P.

10. रेल से जुड़े स्थानों के बीच सड़क से की गई यात्रा (यात्राओं) की विशिष्टियाँ :-
Particulars of journey(s) performed by road between places connected by rail :-

स्थान का नाम Name of Place		वह श्रेणी जिसके लिए हकदार है Class to which entitled	रेल भाड़ा Rail fare	
से From	तक To			

यह प्रमाणित किया जाता है कि / Certified that the :-

- उपरोक्त जानकारी मेरे सर्वोत्तम ज्ञान और विश्वास के अनुसार सत्य है, और
Information, as given above is true to the best of my knowledge and belief; and
- मेरा / मेरी पति / पत्नी सरकारी सेवा में नियोजित नहीं है / मेरा / मेरी पति / पत्नी सरकारी सेवा में नियोजित है, और अपने रियायत का उपभोग अलग से या स्वयं के लिए या कुटुम्ब के किसी भी सदस्य के लिए सम्बन्धित _____ ब्लाक वर्ष के लिए नहीं किया।
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 or for any of the family members for the concerned block of _____ years.

भाग - ख (बिल अनुभाग द्वारा भरा जाएगा)
Part - B (To be filled in the Bill Section)

1. छुट्टी यात्रा रियायत की बाबत शुद्ध हकदारी रु _____ बनती है,
जिसके ब्यौरे नीचे दिए गए हैं।

The net entitlement on account of leave travel concession works out to Rs. _____
as detailed below :-

(क) रेल / वायुयान / बस / स्टीमर यात्री भाड़ा

(a) Railway / Air / Bus / Steamer fare

Rs. _____

(ख) वाऊचर संख्या _____ तारीख _____ के अनुसार ली गई अग्रिम राशि घटा दे।

(a) Less amount of advance drawn vide Voucher No. _____ Date _____ Rs. _____

शुद्ध रकम / Net Amount Rs. _____

2. व्यय _____ से विकलनीय है।

The expenditure is debitable to.

बिल लिपिक के आद्यसर
Initials of Bill Clerk

आहरण और संबितरक अधिकारी के हस्ताक्षर
Signature of Drawing & Disbursing Officer

प्रतिहस्ताक्षरित / Countersigned

नियंत्रक अधिकारी के हस्ताक्षर / Signature of Controlling Officer

प्रमाणित किया जाता है कि श्री / श्रीमती / कुमारी _____
की सेवा पुस्तिका में आवश्यक प्रविष्टियाँ कर दी गई हैं।

Certified that necessary entries have been made in Service Book of
Shri / Shrimati / Ku. _____

Entry taken by

Supt(Estt)

A.R.(Estt)

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

Certified -

(i) that Shri / Srimati / 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 Affair O.M. No. 43/
1/55-Ests. (A) Estt/II, dated 11th October, 1956 have been made in the Service book of Shri / Shrimati
/ Kumari _____

(Signature Designation & 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 19 _____ 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. The 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 in respect of the block of two years 19 _____
and 19 _____. This claim is in respect of the journey performed by my wife / myself / with _____
children none of whom availed of the concession relating to that block.

4. The Journey has been performed by me / my wife with _____ children to the declared
home town viz _____

5. 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.

6. 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 by the Central
Government or a Local Body which provides LTC facilities to its employees and their families.

Signature of the Govt. servant.