

CLAIM FOR LEAVE TRAVEL CONCESSION

1. Personal Details

- i) Name : _____
- ii) Designation/Trade : _____
- iii) Personal No./T.No. : _____
- iv) Unit Formation : _____
- v) Basic Pay : _____

2. Leave Details

- i) Leave Period From _____ to _____
- ii) Authority : Office order No. _____
Date _____
- iii) Declared Leave Station/ Home town : _____
- iv) Claim Preferred on : _____

3. FAMILY DETAILS FOR WHOM LTC CLAIMED

SL.	NAME	AGE	RELATION SHIP

4. JOURNEY DETAILS

DEPARTURE			ARRIVAL			DISTANCE IN K. M.	MODE OF TRAVEL & CLASS OF ACCOMMODATION	FARE PER PERSON	PERSONS @	AMOUNT AFTER RESTRICTION IF ANY	TOTAL AMOUNT CLAIMED	TICKET No.	REMARKS
DATE	TIME	STATION	DATE	TIME	STATION								

TOTAL =

5. Mode of Payment : _____

Total Amount claimed Rs.
Less Advance drawn Rs.
Balance / recovery due Rs.

Received Payment

Revenue Stamp

Notes : - The certificates on the reverse must be Completed by the claimant and the controlling Officer countersigning the claim.

@ Here, indicate Sl. No. persons conforming to family details given in item 3 above.

Signature of the Claimant

(Name
Personal No.....
Designation
Unit.....

Cerced that :-

1. I have not submitted any other claim for LTC for my self or my family members in r/o. block year 19..... and 19.....
2. I have already drawn TA for LTC in r/o. a journey performed by me/mywife/myself with children. This claim is in r/o the journey performed by my wife/mtyslf with children. This claim is in r/o. the journey performed by my wife/myself with children none of whom travelled with the party on the earlier occassion.
3. That my husband/wife is not employed in Govt. Service or that my husband/wife is employed in Govt. Service and the concession has not been availed by him/her seperately for himself/herself or for any of the family members for the concerned block.
4. The journey has been performed by me/my wife with children to the declared home town/any place in India viz....
5. That the family members in r/o. whose journey the amount has been claimed were entirely dependent and actually reliding with me at the time the journey was undertaken.
6. That the journey was actually performed to and from my certified Home/any place in India by the class of accommodation for which has been claimed.
7. Certified that the fare claimed in this bill are by the shortest route.
8. Certified that the journey was performed by the Mail/Express trains.
9. Certified that the students concession has been availed/has not been availed.

Signature of the Govt. Servent
Date

Certified by the Controlling Authority

- a) That the journeys were performed actually to the declared home of the Govt. servent as recorded in his service book/any place in India viz.....
- b) That the tickets for the journey has been Produced by the Govt. Servent and the numbers date and amount has been noted where the advence has been availed
- c) That the concession was not availed of more than once in current block of the calander year.
- d) That the journey have been performed by Shri during regular/casual leave.
- e) That Shri..... has rendered continuous service for one year or more on the date of commencement of outward journey.
- f) That the necessary entires as required under Rule have been made in the serv.ce book of Shri dependents shown by the individual are actually depend upon him/her as per service book/ records.
- g) Certified that the claim has not been preferred and paid earlier.

Station
Date.....

Signature of the Controlling Authority

PAYMENT ORDER (For office use)

Checked and passed for Rs. (Rs.) for payment as under

Treasury	Payee	Amount	D. V. No.	Cheque No. & Date

Auditor

So (A) AAO

AO