भाग क (सरकारी सेवक द्वारा भरा जाना है) PART-A (To be filled up by Government Servant)

1. नाम/Name .................................................................
2. पद/Designation ........................................................
3. पेमेंट/Pay ..............................................................
4. मुख्यालय/Headquarters ...........................................
5. तथ्यानुसार अवकाश का प्रकार व अवधि
   Nature & Period of leave sanctioned From...................... To ........
6. अवकाश यात्रा छुट्टा दर जिन परिवार सदस्यों के विषय में है उनका विवरण:
   Particulars of members of family in respect of whom the LTC has been claimed:

<table>
<thead>
<tr>
<th>क्रम सं. No</th>
<th>नाम Name</th>
<th>उम्र Age</th>
<th>सम्बन्ध Relationship with Govt. Servant</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

7. सरकारी कर्मचारी और उनके परिवार के भरत हुए को गई यात्रायामों के बारे में:
   Details of journey(s) performed by Government servant and the member of his/her family:

<table>
<thead>
<tr>
<th>प्रारंभ Departure</th>
<th>आस्था Arrival</th>
<th>दूरी कि.मी. का लागि</th>
<th>यात्रा की रौंदि और प्रयाग</th>
<th>भारी की संख्या</th>
</tr>
</thead>
<tbody>
<tr>
<td>लागि और वक्तमान Date and Time</td>
<td>से From 2</td>
<td>लागि और वक्तमान Date and Time</td>
<td>तक To 4</td>
<td>जीत्ा का यात्रा</td>
</tr>
<tr>
<td>1</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>किलोमीटर में Distance in Kilometers</td>
<td>7</td>
<td>Mode of travel and class of accommodation used</td>
<td>8</td>
<td>में । फेरेल</td>
</tr>
</tbody>
</table>

8. अग्रग्राम नी एक जिं यह है तो/Amount of advance, if any drawn Rs. .................................
9. यात्रा को विशेषतःदर्शे तथा इसके लिए सरकारी सेवक के उस निर्देशित-वर्ग से, जिसका वह अधिकार है --से उपयुक्त वर्ग की सुविधा का उपयोग किया गया है।
(न्यूटी कितंबर व निचले दो जाना):

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):

<table>
<thead>
<tr>
<th>स्थान Place</th>
<th>वहाँ का प्रमाण</th>
<th>वह वर्ग जिसका हकदार है</th>
<th>वह वर्ग जिसका हकदार है (शीर्ष कक्षा)</th>
<th>वह वर्ग जिसका हकदार है (वास्तविक यात्रा)</th>
<th>प्राप्ति का माध्यम</th>
<th>फेर भारिता या फेरेना लिखित परिचय का दोपहार</th>
</tr>
</thead>
<tbody>
<tr>
<td>से From 1</td>
<td>तक To 2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
</tbody>
</table>

10. रेल से बुधत्र स्थानों के बीच सड़क मे को गई यात्राओं के वरिष्ठ-:

Details of journey (s) performed by road between places connected by rail

<table>
<thead>
<tr>
<th>स्थानों के नाम Name of Places</th>
<th>वह वर्ग जिसका हकदार है</th>
<th>रेल भार/Rail Fare</th>
</tr>
</thead>
<tbody>
<tr>
<td>से From 1</td>
<td>तक To 2</td>
<td>3</td>
</tr>
</tbody>
</table>

प्रभावित किया जाता है कि Certified that the the ::

1. उपर्युक्त अन्तर्गत मे सबीमान ज्ञान और विश्वास के अनुसार सही है।

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

2. कि मे-मे वर्गीकरण सरकारी सेवा मे नहीं है कि मे-मे वर्गीकरण सरकारी सेवा मे हैं और उन्होंने अपने लिए अद्यावधी परिवार के किसी भी सदस्य के ड्युरा सम्मानित That my husband/wife is not employed in Govt. service/that my husband/wife is employed in Govt. service and the concession has not been availed of by him/her separately of himself/herself or any of the family member for the concerned block of कुल-वर्ष ............................ years मे अलग से कुटुंब नहीं थी गई है।

| तारीख/Date | सरकारी सेवक के स्वाक्षर/Signature of the Govt. Servant |
PART-B (To be filled in the Bill Section)

1. The net entitlement on account of Leave Travel Concession works out to Rs. ..........................................

   as detailed below :-

   (क) Railway/air/bus/steamer fare Rs. ..........................................

   (ख) यात्राएं की गई अदितियों की रकम, द्वारा यात्रा का तारीख
       ............................................. तारीख ..........................................

   (ग) Less amount of advance drawn vide voucher
       No. ............................................. Dated ..........................................

       शेष राशि/Net amount .............................................

2. The expenditure is debitable to .............................................

   बिल लिपिक के आवकर
   Initials of Bill Clerk

   आदान और संबंधित अधिकारी के हस्ताक्षर
   Signature of Drawing & Disbursing Officer

   प्रतिलिपिस्तर countersigned
   नियंत्रक अधिकारी के हस्ताक्षर Signature of Controlling Officer

   प्रमाणित किया जाता है कि सेवा-पुर्तिका में आवश्यक प्रविधि कर दी गई है
   श्री/श्रीमती/मृगीया ............................................. को

   Certified that the necessary entries have been made in the Service Book of
   Shri/Shrimati/Miss .............................................

   सेवा पुर्तिका को प्रविधियों को सत्यापित कर सकने वाले नियंत्रक अधिकारी के हस्ताक्षर
   Signature of the Officer authorised to attest entries in the Service Book
L.T.C. CERTIFICATE
CERTIFICATE TO BE GIVEN BY THE CONTROLLING OFFICER

(i) Certified that Sh./Smt./Ms. ................................................................. (Name of the Govt. servant) has rendered continuous service for one year or more on the date of commencing the outward journey.

(ii) Certified 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 been made in the Service Book of Sh./Smt./ Ms. .................................................................

Signature & Designation of the Controlling Officer

CERTIFICATE TO BE GIVEN BY THE GOVERNMENT 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 block of two years 20........................ and 20........................

2. I have already drawn T.A. for the Leave Travel Concession in respect of a journey performed by me/my wife with ................. children.

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/my family members in respect of block of two years 20........................ and 20........................

4. I have already drawn T.A. for the Leave Travel Concession in respect of a journey performed by me in the year ...................... in respect of block of two years 20........................ and 20........................
   This claim is in respect of a journey performed by me in the years
   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. This journey has been performed by me with my wife with ................. children/my family members to the declared home town viz. .................................................................

6. That my husband/wife is not employed in the Government.
   That my husband/wife is employed in the 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 nor preferred and will not prefer any claim in this behalf to 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 etc., financed wholly or partly by the Central Government or Local Body which provides L.T.C. facilities to its employees and their families.

Signature of the Govt. servant