



9. Details of Journey(s) performed by the Government servant and the members of his/her family. Attach original receipts/tickets,boarding pass. If required, please attach another sheet showing the details of journey

Departure Station & Date	Arrival Station & Date	Distance in Km	Mode Of Travel	Class of accommodation used	No. Of Fares	Ticket No./ PNR No.	Fares paid	Remarks

10. Total Amount Claim : Rs \_\_\_\_\_

11. Amount & Date of Advance , If any drawn \_\_\_\_\_

12. Net Amount claim Rs \_\_\_\_\_

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

Name of Place		Class to which entitled	Rail fare (Rs.)
From	To		

**CERTIFICATE TO BE GIVEN BY THE COLLEGE EMPLOYEE**

I \_\_\_\_\_ **Certify that :**

1. The information as given above is true to the best of my knowledge and belief.
2. That my wife/husband 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 only of the family members for the concerned block years.....to .....
3. That my wife/husband for whom LTC/HTC is claimed by me is employed in..... ( name of the Public Sector Undertakings/Corporation/Autonomous Body,etc), which provides Leave Travel Concession facilities but he/she not preferred and will not prefer, any claim in this behalf to his/her employer.
4. That my wife/husband for whom LTC/HTC is claimed by is not employed in any Public Sector Undertakings/Corporation/Autonomous Body,etc),financed wholly or partly by the Central Government or a Local Body, which provides LTC/HTC facilities to its employees and their families.
5. In the event of any change in the particulars above which effect my eligibility for reimbursement of LTC/HTC, I undertake to intimate the same promptly and also refund excesspayment, if any made.
6. I have not submitted any other claim so far Leave Travel Concessions in respect of myself or my family members in respect of the block year of two years.....to.....
7. I have already drawn TA for the Leave Travel Concession in respect of a journey njourney performed by my wife/myself with ..... children none of whom travelled with the party on the earlier occasion.
8. The journey has been performed by me/my wife with the children to be declared 'home town', viz.....

**Encl:** .....

**Dated :**.....

**Signature**.....

**CERTIFICATE TO BE GIVEN BY THE CONTROLLING OFFICER**

**Certified that**

1. Shri/Shrimati/kumara (name of Government servant) .....  
Has rendered continuous service for one year or more on the date of commencing the outward journey.
  
2. Necessary entries are required under Para 3 of the Ministry of Home Affairs, O.M. No. 43/1/55 Estt. (a) Part –II dated 11<sup>th</sup> October 1956 have been made in the Service Book of Shri/Shrimati/Kumari.....

**Assistant**

**Section Officer**

**Principal**

**To be filled in by the Account Section**

1. The net entitlement on account of Leave Travel Concession works out of Rs..... ( Rupees.....) as detailed below:
  - a. Railway/Air/Bus/Steamer Fare.....
  - b. Less Amount of Advance drawn vide Vr. No. ....  
Date.....
  - c. Net Amount Rs.....
2. The expenditure is debitable to .....

**Assistant**

**Section Officer**

**Bursar**

**Principal**