

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	PERCENTAGE @	AMOUNT AFTER RESTRICTION IF ANY	TOTAL AMOUNT CLAIMED	TICKET No.	REMARKS
DATE	TIME	STATION	DATE								
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. person s conforming to family details given in item 3 above.

Signature of the Claimant
 (Name) _____
 Personal No. _____
 Designation _____
 Unit _____

Cercedul 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/ myself 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 occasion.
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 separately 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 relying 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. Servant
Date

Certified by the Controlling Authority

- a) That the journeys were performed actually to the declared home of the Govt. servant as recorded in his service book/ any place in India viz.....
- b) That the tickets for the journey has been Produced by the Govt. Servant and the numbers date and amount has been noted where the advance has been availed
- c) That the concession was not availed of more than once in current block of the calendar 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 entres as required under Rule have been made in the service book of Shri records.
- g) Certified that the claim has not been preferred and paid earlier.

Signature of the Controlling Authority

Station
Date.....

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