

9. उस/उन यात्रा/यात्राओं की विशेषितियाँ 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. and 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					
1	2	3	4	5	6	7
						रु. Rs.

10. रेल से जुड़े स्थानों के बीच सड़क से की गई (यात्राओं) की विशेषितियाँ।

Particulars of Journey (s) performed by Road between places connected by Rail.

स्थानों का नाम / Name of Places		वह श्रेणी जिसके लिए हकदार है Class to Which entitled	रेल भाड़ा Fare Paid
से / From	तक / To		
1	2	3	4
			रु. Rs.

Certified that the :-

- (1) उपरोक्त जानकारी मेरे सर्वोत्तम ज्ञान और विश्वास के अनुसार सत्य है। और
Information, as shown above is true to the best of my knowledge and belief : and
- (2) मेरा पति / मेरी पत्नी सरकारी सेवा में नियोजित नहीं है। मेरा पति / मेरी पत्नी सरकारी सेवा में नियोजित हैं, और अपने रियायात का उपभोग अलग से या स्वयं के लिए या कुटुम्ब के किसी भी सदस्य के लिए सम्बंधित ब्लॉक वर्ष के लिए नहीं किया है।
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 for himself / herself for any of the family members for the concerned block of Years

(.....)
 सरकारी सेवक के हस्ताक्षर
 Signature of the Government Servant
 तारीख / Date :

भाग - ख / PART - B

(बिल अनुभाग द्वारा भरा जाएगा / 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 या वायुयान/बस/स्टीमर यात्रा भाड़ा रु.

(a) Railway / Air / Bus / Steamer fare : Rs.

(ख) वाउचर सं. तारीख

के अनुसार ली गई अग्रिम की राशि घटा दें।

(b) Less Amount of advance drawn vide : Rs.

Voucher No Dated

शुद्ध रक्कम / Net Amount Rs.

2. व्यय में विकलनीय है।

The expenditure is debitable to

बिल लिपिक के आक्षेप

Initials of Bill Clerk

आहरण और संचितक 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
 को सेवा पुस्तिका में आवश्यक प्रविष्टियाँ कर दी गई हैं।

Certified that necessary entries have been made in the Service Book of
 Shri./Smt./Kum.....

सेवा पुस्तिका में प्रविष्टि को सत्यापित करने के लिए

राधिकृत अधिकारी के हस्ताक्षर

Signature of the Officer authorized to attest
 entries in the Service Book

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 Affairs O.M. No. 43/1/55-Ests. (A) Part II, dated 11th October, 1956 have been made in the Service Book of Shri. / Shrimati / Kumari _____

(Signature & Designation of 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 year 20 _____ 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. This 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 / _____ Children. in respect of the block of two years 20 _____ and 20 _____. This claim is in respect of the journey performed by My wife/my self with _____ Children / _____ Children none of whom availed of the concession relating to that block.
4. I have already drawn T. A. for the Leave Travel Concession in respect of a journey performed by me in the year, 20 _____. In respect of the block of two years 20 _____ and 20 _____. This claim is in respect of the journey performed by me in the year 20 _____. 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. The Journey has been performed by me / my wife _____ Children / _____ Children to the declared home town viz.
6. That my husband / wife is not employed in Government.
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 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 not 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.
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, financed wholly or partly by the Central Government or Local Body, which provides LTC facilities to its employees and their families.

Signature of Govt. Servant