

7. Amount of advance, if any drawn Rs.....

8. Particulars of journey(s) for which higher class of accommodation than the one to which the employee is entitled was used (Sanction No. and date to be given) :

Place		Mode of Conveyance	Class to which entitled	Class by which actually travelled	No. of fares	Fares paid Rs.
From	To					

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

From	To	Class to which entitled	Rail fare

CERTIFIED THAT-

1. The information as given above is true to the best of my knowledge and belief;\
2. 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 or for any of the family members for the concerned block of years.....to.....;
3. That my husband/wife for whom LTC 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 not preferred and will not prefer any clam in this behalf to his/her employer; and
4. 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 a Local Body, which provides LTC facilities to its employees and their families.

Date.....

Signature of employee

PART B

(To be filled in by the Office)

1. Certified that necessary entries have been made in the Service Book of the Mr./Ms. _____
for the block year from _____ to _____

S.O. Amn.

Admn. Officer

Principal

2. The net entitlement on account of leave travel concession works out to Rs.-----
(Rupees-----)
as detailed below-----

- (a) Railway/ Air/Bus/Steamer fare Rs. _____
- (b) Less amount of advance drawn vide Vr. No.....dated..... Rs. _____
- Net amount: Rs. _____

S.O.(A/s)

Bursar

Principal