

# DETAILS OF L.T.C. FOR ISSUE OF CERTIFICATE

1. Name of the Government Servant
2. Designation
3. Present Pay
4. Headquarter
5. Nature & period of leave sanctioned                      Nature\_\_\_\_\_From\_\_\_\_\_To\_\_\_\_\_
6. Hometown as recorded in Service Book
7. Whether the concession is to be availed for visiting Home town or to visit "Any where in India"  
  
(b) Block for which concession availed
8. Particulars of Members of family in respect of whom the L.T.C. has been claimed

S.No.	Name	Age	Relationship with Govt. servant
1.			
2.			
3.			
4.			
5.			
6.			

9. Details of journey(s) performed by Govt. servant and family members of his/her family

Date & Place Departure- Arival	Distance in K.M.	Mode of Travel	Class of accommodation used	No. of fares	fare paid	Ticket Nos.

10. Amount of Advance, if any, drawn : RS.....

**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 Govt. 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 any of the family members for the concerned Block Year\_\_\_\_\_to\_\_\_\_\_.
3. That my husband / wife for whom L.T.C. is claimed by me is employed in\_\_\_\_\_(Name of the Public Sector Undertaking / Corporation / Autonomous Body etc.) which provides L.T.C. facilities but he / she not preferred and will not prefer, any claim 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 central Government or a Local Body, which provides L.T.C. facilities to its employees and their families.

Signature of Government Servant  
Designation

Dated :