



CERTIFICATES TO BE GIVEN BY THE EMPLOYEE

1. I have not submitted any other claim so far under Leave Travel Concession in respect of myself
or my family members in respect of the block of two years / four years 20.....and 20.....
2. I have already drawn TA 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 withchildren non of whom travelled with
the party on the earlier occasion.
3. The journey has been performed by me / my wife / children to the declared 'home town'/
'in lieu of home town' / 'other than home town' viz.....
4. That my husband / wife is not employed in the service of Government / PSU / Autonomous Body.

That my husband / wife is employed in the service of Government / PSU / Autonomous Body
and the concession has not been availed of my him / her separately for himself / herself or
any of the family members for the concerned block of two / four years.

Signature of Head of the
Department with seal and
Date.....

Full Signature of employee and Date.

ID No.

Department

Phone No.

PART -B

(To be filled by Bill section)

1. The net entitlement an account of Leave Travel Concession works out ₹ _____
Rupees (in words) _____
 - a) Railway / Air / Bus / Steamer Fare ₹ _____
 - b) Less Amount of advance drawn ₹ _____Vide Bill No _____
Dated _____ ₹ _____
Net Amount _____ ₹ _____
2. Expenditure is debitable to _____
Major head _____
Sub head _____

Drawing and Disbursing Officer
(Signature)

Bill Clerk

Initial

Counter Signed

Signature of the Controlling Officer