

8. **किस प्रकार का अग्रिम, यदि कोई है**

Amount of advance, if any drawn

(₹) (₹) 00 & (₹) 88 only

रुपये

Rs.....

9. **उपरोक्त यात्रा/यात्राओं की विशेषियाँ जिनके लिए सरकारी सेवक ने उस श्रेणी से, जिसका वह हकदार है, उच्चतर श्रेणी में यात्रा-सुविधा का उपयोग किया है।**

Particulars of journey(s) for which higher class of accommodation that the one to which the Government servant is entitled, was used. (Sanctioned No. & Date to be given).

स्थान		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	भादों की संख्या No. of fares	संवत भाड़ा	
से	तक					रु.	पै.
Place	Place					Fare Paid	
From	To					Rs.	P.

10. **रेल से जुड़े स्थानों के बीच सड़क से की गई यात्रा (यात्राओं) की विशेषियाँ**

Particulars of journey(s) performed by Road between places connected by rail.

स्थान का नाम		वह श्रेणी जिसके लिए हकदार है Class of which entitled	रेल भाड़ा Rail Fare Rs.
से	तक		
Name of Place	To		
From	To		

यह प्रमाणित किया जाता है कि :-

Certified that the

1. उपरोक्त जानकारी मेरे सर्वोत्तम ज्ञान और विश्वास के अनुसार सत्य है; और

Information, as given above is true to the best of my knowledge and belief and

2. मेरा/मेरा पति/पत्नी सरकारी सेवा में नियोजित नहीं है। मेरा/मेरा पति/पत्नी सरकारी सेवा में नियोजित है, और अपने रियायत का उपयोग अलग से या स्वयं के लिए या कुटुंब के किसी भी सदस्य के लिए संबंधित..... ब्लाक वर्ष के लिए नहीं किया गया है।

That my husband/wife is not employed in Government service/that my husband/wife is employed in Government service and the concession has been availed of by/mer separately or himself or for any of the family members for the concerned block of _____ year.

तारीख

Dated.....

सरकारी सेवक के हस्ताक्षर

Signature of Government Servant



"Certified that my wife/husband for whom LTC is claimed by me for the block year is employed in Central/State Govt. Deptt./Public Sector Undertaking/ Corporation/Autonomous Body. etc., (Complete address of the office with contact number etc. may be indicated below) which provides Leave Travel Concession facilities but she/he has not preferred and will not prefer, any claim in this behalf to her/his employer."

Name & complete address of the Organisation in which spouse is employed

Signature with date.....
Name.....
Designation.....
Place of posting.....
Phone no.....



"Certified that my wife/husband for whom LTC is claimed by me for the block year is not employed any Central/State Govt. Deptt./Public Sector Undertaking/ Corporation/Autonomous Body. etc. financed wholly or partly by the Central Government or a Local Body, which provides LTC facilities to its employees and their families".

Signature with date.....
Name.....
Designation.....
Place of posting.....
Phone no.....

PART-B-(To be filled in the Bill Section)

The net entitlement on account of leave travel concession works out to Rs. as detailed below:-

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

b) Less amount of advance drawn vide voucher No.....Dated.....Rs.....

The expenditure is debitable Net amount Rs.....

LTC Bill No.....Date.....

LTC Bill From.....To.....

Inward/outward Journey on.....

Bill Passed to Rs.....

LTC Adv. No.....Date.....

Block Year.....

For Self & Family.....

Signature of Drawing & Disbursing Officer Countersigned.

Passed for Rs.....

(RS.....

.....)

DM/AGM(L & A)

(DM L&A /AGM R&P)
Signature of Controlling Officer

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

Signature of the officer allotted
Authorised to attest entries in the Service Book

THE OFFICIAL/OFFICER WHO
PERFORMED THE JOURNEY
BY AIR PLEASE ALSO FILL UP
THE ENCLOSED PROFORMA

:-

Certification and Undertaking regarding LTC bill.

This is to certified that air fare claimed in LTC Bill included only lowest economy fare and no other benefits, other than air travel, has been availed of as a part of any package offered by any airlines.

Name and Desg. Of the claimant:

Phone No.

Mobile No.....