







L.T.C. CERTIFICATE

CERTIFICATE TO BE GIVEN BY THE CONTROLLING OFFICER

- (i) Certified that Sh./Smt./Ms. .... (Name of the Govt. servant) has rendered continuous service for one year or more on the date of commencing the outward journey.
- (ii) Certified 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 Sh./Smt./Ms. ....

*Signature & Designation of the Controlling Officer*

CERTIFICATE TO BE GIVEN BY THE GOVERNMENT 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 block of two years 20..... and 20.....
- 2. I have already drawn T.A. for the Leave Travel Concession in respect of a journey performed by me/ my wife with ..... children.
- 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/my ..... family members in respect of block of two years 20..... and 20.....

- 4. I have already drawn T.A. for the Leave Travel Concession in respect of a journey performed by me in the year ..... in respect of block of two years 20..... and 20.....

This claim is in respect of a journey performed by me in the years .....  
 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. This journey has been performed by me with my wife with ..... children/my ..... family members to the declared home town viz. ....
- 6. That my husband/wife is not employed in the Government.

That my husband/wife is employed in the 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 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 etc., financed wholly or partly by the Central Government or Local Body which provides L.T.C. facilities to its employees and their families.

*Signature of the Govt. servant*