

L.T.C. claim for the Block Year \_\_\_\_\_  
 For Home Town/All India Journey \_\_\_\_\_

1. PERSONAL DETAILS

i) Name \_\_\_\_\_  
 ii) Design./Grade \_\_\_\_\_  
 iii) Personal No./Tkt No. \_\_\_\_\_  
 iv) Unit Formation \_\_\_\_\_  
 Basic pay \_\_\_\_\_

2. LEAVE DETAILS

i) Leave period: From \_\_\_\_\_  
 to \_\_\_\_\_  
 ii) Authority/Office \_\_\_\_\_  
 Order No. \_\_\_\_\_  
 iii) Declared \_\_\_\_\_  
 Leave station \_\_\_\_\_  
 iv) Home Town \_\_\_\_\_  
 iv) Claim preferred of \_\_\_\_\_

FAMILY DETAILS FOR

Sl. Name \_\_\_\_\_ whom \_\_\_\_\_  
 Age \_\_\_\_\_  
 Relationship \_\_\_\_\_

4. Journey details

Departure Date	Time	Station	Arrival Date	Time	Stn.	Distance in km	Mode of travel & class of accommodation	Fare per person	Amount after restriction if any	Ideal amount claimed	Tkt. Nos.	Remarks

5. Mode of payment

Total: \_\_\_\_\_  
 Total amount claimed \_\_\_\_\_  
 Less advance drawn \_\_\_\_\_  
 Received payment \_\_\_\_\_  
 Revenue Stamp \_\_\_\_\_

Personal No. \_\_\_\_\_

Note: The certificate on the Balance/Recovery due Rs. \_\_\_\_\_ reverse must be completed by the claimant and the Controlling Officer countersigning the claim.

Here indicate Sl.No. of persons conforming to family details in item 3.

Designation \_\_\_\_\_ Unit \_\_\_\_\_ Name \_\_\_\_\_

Signature of the claimant.

Certified that:

1. I have not submitted any other claim for LTC for myself or my family members in r/o block year \_\_\_\_\_ and \_\_\_\_\_
2. I have already drawn TA for LTC in r/o a journey performed by me/my wife/myself with children. This claim is in respect of the journey performed by my wife/myself with children. This claim is in r/o the journey performed by wife/myself with children name of whom travelled with the party on the earlier occasion.
3. That my husband/wife is not employed in Govt. service or that my husband/wife is employed in Govt. service and the concession has not been availed by him/her separately for himself/herself or for any of the family members for concerned block.
4. The journey has been performed by me/my wife with children to the declared home town/any place in India viz. \_\_\_\_\_
5. That the family members in r/o whose journey the amount has been claimed were entirely dependant & the actual/reading with men at the time of journey was undertaken.
6. That the journey was actually performed to and from my children Home/Any place in India by the class of accommodation for which has been claimed.
7. Certified that the fare claimed in this bill are by the shortest route.
8. Certified that the journey was performed by the Mail/Express trains.
9. Certified that the students concession has been availed/has not been availed \_\_\_\_\_

Signature of the Govt. servant.

Certificate by the controlling authority

That the journey was performed actually to the declared Home of the Govt. servant as recorded in his service Book/any place in India viz. \_\_\_\_\_  
That the tickets for the journey has been produced by the Govt. servant and the numbers, date & amount has been noted where that advance has been availed.  
That the concession was not availed of more than on current block of the calendar year-  
That the journeys have been performed by Shri \_\_\_\_\_ during regular/casual leave.  
That Shri \_\_\_\_\_ has rendered continuous service for one year or more on the date of commencement of outward journey.