

**LEAVE TRAVEL CONCESSION (IN LIEU OF IAF – 1716(REV))**

|                                    |      |                               |                     |        |             |              |                     |
|------------------------------------|------|-------------------------------|---------------------|--------|-------------|--------------|---------------------|
| CAO(Mov) File No. :                |      | Office :                      | Employee No. :      |        |             |              |                     |
| Name & Designation (Gaz/Non Gaz) : |      | Pay in Pay Band + Grade Pay : |                     |        |             |              |                     |
| Date of Joining Govt Service :     |      | Account No. :                 | MICR Code :         |        |             |              |                     |
| Name & Address of Bank :           |      | IFS Code :                    | Mobile No. :        |        |             |              |                     |
| Leave Period : From _____ To _____ |      | Block Year :                  | Children(Age & Sex) |        |             |              |                     |
| Family Details                     | Self | Wife/ Husband                 | Father              | Mother | Sister(Age) | Brother(Age) | Children(Age & Sex) |
|                                    |      |                               |                     |        |             |              |                     |

|  | Station |    | Departure |      | Arrival |      | Kms | Mode of Conveyance | Name/No of Train | Amount  |
|--|---------|----|-----------|------|---------|------|-----|--------------------|------------------|---------|
|  | From    | To | Time      | Date | Time    | Date |     |                    |                  |         |
| <b>ONWARD JOURNEY</b>                  |         |    |           |      |         |      |     |                    |                  |         |
|  |         |    |           |      |         |      |     |                    |                  |         |
|  |         |    |           |      |         |      |     |                    |                  |         |
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|  |         |    |           |      |         |      |     |                    |                  |         |
| <b>RETURN JOURNEY</b>                  |         |    |           |      |         |      |     |                    |                  |         |
|  |         |    |           |      |         |      |     |                    |                  |         |
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|  |         |    |           |      |         |      |     |                    |                  |         |
|  |         |    |           |      |         |      |     |                    |                  |         |
| Name of Family Members with Age & Sex: |         |    |           |      |         |      |     |                    |                  |         |
|  |         |    |           |      |         |      |     |                    |                  | Total   |
|  |         |    |           |      |         |      |     |                    |                  | Advance |
|  |         |    |           |      |         |      |     |                    |                  | Balance |

Counter Signature as Correct Claim

Received Payment

Senior Administrative Officer (Mov)  
For JS(Trg) & CAO

Signature of the Individual  
(Affix Revenue Stamp if balance  
amount exceeds Rs. 5000/-)

छुट्टी यात्रा रियायत (आई ए एफ 1716(संशो) के स्थान पर)

|                                     |                |                 |                                     |
|-------------------------------------|----------------|-----------------|-------------------------------------|
| मुप्रअ/संचलन फाइल सं :              |                | कार्यालय :      | कर्मचारी संख्या :                   |
| नाम एवं पदनाम :                     |                | वेतन/गेड वेतन : |                                     |
| सरकारी सेवा में नियुक्ति की तारीख : |                | खाता संख्या :   | एम आई सी आर कोड :<br>आई एफ एस कोड : |
| बैंक का नाम एवं पता :               |                | ब्लॉक वर्ष :    | दूरभाष :                            |
| छुट्टी की अवधि :                    | ..... से ..... | तक              |                                     |

| परिवार का विवरण | स्वयं | पति/पत्नी | माता | बहन(आयु सहित) | भाई(आयु सहित) | संतान(आयु/लिंग सहित) |                      |
|-----------------|-------|-----------|------|---------------|---------------|----------------------|----------------------|
|                 |       |           |      |               |               | भाई(आयु सहित)        | संतान(आयु/लिंग सहित) |
|                 |       |           |      |               |               |                      |                      |

| से                   | स्टेशन | प्रस्थान |        | आगमन |        | यातायात का साधन | ड्रेन का नाम/सं. | राशि |
|----------------------|--------|----------|--------|------|--------|-----------------|------------------|------|
|                      |        | समय      | दिनांक | समय  | दिनांक |                 |                  |      |
| <b>आगे की यात्रा</b> |        |          |        |      |        |                 |                  |      |
|                      |        |          |        |      |        |                 |                  |      |
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सही दावे पर प्रतिहस्ताक्षर

कुल/अग्रिम/ शेष राशि

भुगतान की प्राप्ति

वरिष्ठ प्रशासनिक अधिकारी (संचलन)

आवेदक के हस्ताक्षर

कृते सं स (प्रशि) एवं मु प्र अ

(5000/- रु से अधिक की

राशि होने पर रसीदी टिकट लगाएं)



**CERTIFICATE TO BE GIVEN BY THE GOVERNMENT SERVANT AVAILING LTC**

1. I have not submitted any other claim for LTC in respect of myself or my family members for the **Block Year** \_\_\_\_\_.
2. I have already drawn/not drawn TA for the LTC in respect of 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, none of whom travelled with the party on an earlier occasion.
3. That my husband/wife is not employed in the Government Service OR that my husband/wife is employed in Government service and the concession has not been availed by him/her separately for himself/herself for any of the family member for the 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 respect of whose journey the amount has been claimed are/were **entirely dependent on me** at the time journey.
6. That the journey was actually performed to and from my **Declared Home Town/Any Place in India** by the class of accommodation for which the LTC has been claimed.
7. I have given **prior intimation** of my intention to avail LTC to respective Admin Section.
8. I and my family is availing of the LTC for the first time during the **Year/Block Year**.....
9. My **Home Town** as recorded in the Service Book(with full Address viz. Village,Distt, City etc.) is .....
10. Nearest **Railway Station/Air Port** to my Home Town is.....
11. Nearest **Bus Stop** to my Home Town is.....
12. I availed LTC previously for the **Year/Block Year**.....in the Year.....on(date).....for self and family.

(Signature of the Applicant).....  
Name & Designation.....  
Office.....  
Mobile No.....

**CERTIFICATE BY THE CONTROLLING OFFICER**

Certified that:-

- (i) The journey was actually performed to the declared '**Home Town**' of the Govt Servant as recorded in his Service Book/'**Any Place in India**'.
- (ii) The concession was not availed for more than once in the Current Year/Block Year.
- (iii) The journey has been performed during regular/casual leave by Shri.....
- (iv) Shri.....has rendered continuous service of one year or more on the date of commencement of onward journey.
- (v) Necessary **entries** as required under para 24 of rule 190 have been made in the **Service Book** of Shri.....
- (vi) The Claim has not been preferred and paid earlier.

**Senior Administrative Officer(Mov)  
For JS(Trg) & CAO**

