

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 :		Block Year :		IFS Code :			
Leave Period : From _____ To _____		Block Year :		Mobile No. :			
Family Details	Self	Wife/ Husband	Father	Mother	Sister(Age)	Brother(Age)	Children(Age & Sex)

From	Station	To	Departure		Arrival		Kms	Mode of Conveyance	Name/No of Train	Amount
			Time	Date	Time	Date				
ONWARD JOURNEY										
RETURN JOURNEY										
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 :	
नाम एवं पदनाम :	कार्यालय : कर्मचारी संख्या :
सरकारी सेवा में नियुक्ति की तारीख :	वेतन/ग्रेड वेतन :
बैंक का नाम एवं पता :	खाता संख्या : एम आई सी आर कोड : आई एफ एस कोड :
छुट्टी की अवधि :	तक : बर्लोक वर्ष : दूरभाष :

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

से	स्टेशन तक	प्रस्थान		आगमन		यातायात का साधन	ट्रेन का नाम/सं.	राशि
		समय	दिनांक	समय	दिनांक			
आगे की यात्रा								

सही दावे पर प्रतिहस्ताक्षर

कुल/अग्रिम/ शेष राशि

भुगतान की प्राप्ति

आवेदक के हस्ताक्षर

(5000/- रु से अधिक की राशि होने पर रसीदी टिकट लगाएं)

वरिष्ठ प्रशासनिक अधिकारी (संचलन)

कृते सं स (प्रशि) एवं मु प्र अ

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 withchildren, 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**

