



1/8

भारत सरकार
GOVERNMENT OF INDIA
चिकित्सा अधीक्षक का कार्यालय
OFFICE OF THE MEDICAL SUPERINTENDENT
सफदरजंग अस्पताल एवं वी.एम.एम. कॉलेज
SAFDARJANG HOSPITAL & V.M.M.C.
नई दिल्ली-110029.
NEW DELHI-110029.

APPLICATION FOR LEAVE TRAVEL CONCESSION AND RE-IMBURSEMENT OF TRAVELLING EXPENSES /ADVANCES

1. Name :
2. Designation : Rank No. :
3. Present Pay :
4. Date of entry in Govt. Service :
- (i) Home Town (Also indicate nearest :
Railway Station if home-town not
Connected by rail)
- (ii) Distance from Head quarters by :
Shortest route.
5. When was the concession last availed (Give
here the date of outward journey). :
6. Period & Nature of leave during which
Journey for which claim is made were
performed / are proposed to be performed :
7. Family members for whom concession is sought (including self)

S.No.	Name of Family members	Age	Relationship to applicant
1.			
2.			
3.			
4.			
5.			
6.			

8. Whether any part of the journey, otherwise connected by rail was performed by road or steamer – If so, give brief particulars.
9. Class of rail accommodations by which travel :
10. Particulars of travel (Date of Outward and In-ward journey, Ticket Nos., Cash receipt) to be attached etc.

I. Outward Journey dated from
To

Ticket Nos. Fare :

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

II. In-ward Journey dated from

To

Ticket Nos. Fare :

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Total (I + II) = Rs.

Dated :

Signature of the Official

CERTIFICATE

Certified that -

- (i) I, and/or the members of my family have actually traveled by the class or accommodation for which concession has been claimed.
- (ii) The family members in respect of when concession is claimed are entirely dependent upon me.

Dated :

Signature of the Official

FOR OFFICE USE ONLY

Certified that :-

- 1. The entries in terms 4-7 above are correct.
- 2. The distance of home town of Govt. official from headquarters exceeds 100/400 kms.
- 3. The Govt. official has not availed himself/herself of the concession during the prescribed block of 2 years. The Govt. official has a family living away from him/her and has not availed of the concession during the current year.
- 4. The Govt. official has informed of his/her intension to avail of the Leave Travel Concession before proceeding on leave.
Relaxation may be allowed in respect of the following requirement which have not been fulfilled for good and sufficient reasons.

Dated :

(Checking Officer)
Controlling Officer

Proforma for self-certification by the Government employee

I Sh./Smt./Kr. (Name of the Govt. servant) wish to confirm that I am availing (Home Town/ Any Place in India) LTC in respect of self/ family member(s) for the block year to visit (Place of visit) during..... (dates of journey). It is stated that I or the family member for whom I wish to avail LTC has/have not availed of the same before in the present block.

2. Particulars of members of family in respect of whom the Leave Travel Concession is being claimed are as under:

Sl. No.	Name(s)	Age	Relationship with the Govt. servant

3. It is certified that the above facts are true and any false statement shall make me liable for appropriate action under Rule 16 of CCS(LTC) Rules, 1988 and the relevant disciplinary rules.

* N.B.: Government employee may share interesting insights and pictures, if any, of the destination visited while availing LTC on an appropriate forum.

SIGNATURE
DESIGNATION
R.NO.

छुट्टी यात्रा भत्ता

LEAVE TRAVEL CONCESSION BILL

से वर्ष

For the Block of Year.....to.....

टिप्पणी : इस बिल की दो प्रतियों में एक संदाय के लिए और दूरी कार्यालय प्रति के रूप में तैयार किया जाना चाहिए ।

Note : This bill should be prepared in duplicate one for payment and the other as office copy.

भाग क (सरकारी सेवक द्वारा भरा जाना है)

PART A (To be filled up by Government servant)

1. नाम / Name
2. पदनाम / Designation
3. वेतन / Pay / Grade Pay / Pay Band
4. मुख्यालय / Headquarters
5. अवकाश का स्वरूप तथा अवधि मंजूर की गई से तक
Nature and period of leave sanction From to
6. परिवार के सदस्यों का विवरण जिनके लिए यात्रा भत्ते का दावा किया गया ।
Particulars of members of family in respect of whom the LTC has been claimed.

क्रम सं० S.No.	नाम Name(s)	आयु Age	सरकारी कर्मचारी के सम्बन्ध Relationship with the Govt. Servant

7. सरकारी कर्मचारी तथा परिवार के सदस्यों द्वारा की गई यात्रा/यात्राओं का विवरण ।
Details of journey (s) Performed by Government servant and the members of his/her family.

प्रस्थान Departure		आगमन Arrival		दूरी कि.मी. Distance in Km.	यात्रा की रीति एवं स्थान सुविधा का वर्ग Mode of Travel & class of accommodation used	भाड़ा No. of Fares	संदत्त भाड़ा Fare paid		टिप्पणी Remarks
तारीख तथा समय Date & Time	से From	तारीख तथा समय Date & Time	तक To				Rs.	P.	

8. अग्रिम राशि (यदि कोई हो) ली गई रू.
Amount of advance (if any) drawn Rs.

9. उन यात्रा/यात्राओं की विशिष्टियां, जिनके लिए सरकारी सेवक ने उस वर्ग से जिसका हकदार है, उच्चतर वर्ग स्थान सुविधा का उपयोग किया है, अनुमोदन संख्या तथा तिथि जो दी गई है :

Particulars of journey (s) for which higher class of accommodation than the one to which the Govt. servant is entitled was used (sanction No. and dated to be given.)

स्थानों का नाम Place		वाहन का प्रकार जिसका उपयोग किया गया है Mode of conveyance used	वह वर्ग जिसका हकदार है Class to which entitled	वह वर्ग जिसमें यात्रा की गई Class by which actually travelled	किराया No. of Fares	जो किराया दिया गया Fare Paid	
से From	तक to					Rs.	P.
1	2	3	4	5	6	7	8

10. रेल से जुड़े स्थानों के बीच सड़क से की गई यात्रा / यात्राओं के बारे में -

Particulars of journey (s) performed by road between places connected by rail -

स्थानों का नाम Names of places		वह वर्ग जिसका हकदार है Class to which entitled	रेल किराया Rail fare
से From	तक to		
1	2	3	4

प्रमाण - पत्र

CERTIFICATE

- प्रमाणित किया जाता है उपरोक्त जानकारी मेरे सर्वोत्तम ज्ञान और विश्वास के अनुसार सत्य है ।
Certified that the Information as given above, is true to the best of my knowledge and belief.
- कि मेरा पति/पत्नि सरकारी विभाग में सेवावृत्त नहीं है / कि मेरा पति / पत्नि सरकारी सेवा में है / तथा यात्रा भत्ता उसके / मेरे द्वारा या किसी अन्य सदस्य द्वारा वर्ष वर्ग में नहीं लिया 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 not been availed of by him/her separately or himself/herself or for any of the family members for concerned block of.....years.

(.....)

सरकारी सेवक के हस्ताक्षर

Signature of Government Servant

तारीख : Date

भाग ख (बिल अनुभाग में भरा जाना है)
PART B (To be filled in the Bill Section)

यात्रा भत्ते संदये शुद्ध हकादारी रू. बनी है जिसके ब्यौरे के नीचे दिए हैं ।
The net entitlement on account of Leave Travel Concession works out to Rs. as detailed below.

Rs.....

(क) रेल वायुदान/बस/स्टीमर यात्री भाड़ा /Railway/air/bus/steamer fare.....
Rs.....

(ख) वाउचर सं०.....तारीख.....के अनुसार लिए गए यात्रा भत्ता /
अग्रिम की रकम को यदि कोई हो, घटा दें ।
Less amount of advance drawn vide voucher No.....dated.....
Rs.....

शुद्ध रकम / Net amount Rs.....

2. व्यय.....में विकलनीय है ।
2. The expenditure is debitible to

बिल लिपिक के आद्यक्षर
Initials of bill clerk

आहरण और सवितरण अधिकारी के हस्ताक्षर
Signature of Drawing Disbursing Officer

प्रतिहस्ताक्षरित
Countersigned

नियंत्रक अधिकारी के हस्ताक्षर
Signature of the Controlling Officer

प्रमाणित किया जाता है कि आवश्यक प्रविष्टियां श्री/श्रीमती/कुमारी.....की सेवा पुस्तिका में दर्ज कर दी है ।
Certified that necessary entries have been made in the Service Book of Shri/Smt/Miss.....

अधिकारी के हस्ताक्षर
Signature of the Officer

अधिकृत अधिकारी द्वारा सेवा पुस्तिका में प्रविष्टियों को सत्यापन किया गया ।
Authorised to attest entries in the Service Book.

L.T.C. CERTIFICATE
CERTIFICATES TO BE GIVEN BY THE CONTROLLING OFFICER

Certified :

- (i) that Shri/Shrimati/Kumari (Name of the Govt. servant).....
 has rendered continous service for one year or more on the date of commencing the outward Journey.
- (ii) 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 made in the Service book of Shri/Shrimati/Kumari.....
-

(Signature & Designation of the Controlling Officer)

CERTIFICATE TO BE GIVEN BY THE GOVT. SERVANT

1. I have not submitted any other claim so for Leave Travel Concession in respect of myself or My family members in respect of the block of the yearsand.....
2. I have already drawn T.A. for the Leave Travel Concession in respect of a journey performed by me/my wife with children. The claim is in respect to the journey performed by my wife/myself with children none of whom travelled with the party on the earlier occasion.
3. I have not already drawn T.A. for the Leave Travel Concession in respect of a journey performed by me/mywife with children/ children in respect of the block of two years and This claim is in respect in the journey proformed by my wife/myself with.....children/.....children none of whom availed of the concession relating to that block.
4. I have already drawn T.A. for the leave Travel Concession in respect of a journey performed by my in the yearin respect of block of two years and This claim is in respect of the journey performed by me in the year 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. The journey has been performed by me/my wife..children/..... children to the declared home town viz.....
6. That my husband /wife is not employed in Government.
- That my husband/wife is employed in 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 from his/her employer.
8. Certified that my wife/husband for whom L.T.C. is claimed is not employed in any Public Sector Undertaking/ Corporation/Autonomous Body. Financed wholly or partly owned by the Central Government Local Body which provides LTC facilities to its employees and their families.

Signature of the Govt. Servant

(To be fill & enclose by the individual with LTC Claim Form)

UNDERTAKING

It is certified that I _____ had
visited _____ (name of the place) (with family)
availed the L.T.C. facility with the permission of the Competent Authority.

- i) That I have booked the ticket(s) from the airlines directly / approved Agencies, as per rule.
- ii) That I have not availed any Complimentary / Discount Tour Package for the same.

(Signature & Designation)