



10. Particulars of journey(s) performed by road between places connected by rail:

Name of places		Class to which entitled	Rail fare	
From	To		Rs.	P.

CERTIFIED THAT—

- The information as given above is true to the best of my knowledge and belief; and
- 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 for himself/herself or for any of the family members for the concerned block of years.....to.....

Date.....

Signature of Government servant

**PART – B**

[ To be filled in by the Bill Section ]

- The net entitlement on account of leave travel concession works out to Rs.....  
(Rupees.....)

as detailed below—

	Rs.	P.
(a) Railway / Air / Bus / Steamer fare ... ..		
(b) Less amount of advance drawn vide Vr. No....., date.....		
Net amount ...		
Rounded off ...		

- The expenditure is debitable to.....

Bill Clerk  
(initial)

Drawing and Disbursing Officer  
(Signature)

Countersigned

Controlling Officer  
(Signature)

Certified that necessary entries have been made in the Service Book of  
Shri / Smt. / Kum.....

(Signature of the Officer authorised  
to attest entries in the Service Book)



## 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 the block of the years ..... and.....
2. I have already drawn T.A. for the Leave Travel Concession in respect of a journey performed by me/my wife 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 the earlier occasion.
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/.....children in respect of the block of two years .....and ..... This claim is in respect of the journey performed 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 me in the year, .....in 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 hometown as all the members of my family are living away from my place of work.
5. The journey has been performed by me/my wife with.....children/..... children to the declared hometown, viz.....
6. 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 for himself/herself or for any of the family member for the concerned block of two years.
7. Certified that my wife/husband for whom Leave Travel Concession 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 Leave Travel Concession is claimed by me is not employed in any Public Sector Undertaking/Corporation/Autonomous Body financed wholly or partly by the Central Government or a Local Body, which provides Leave Travel Concession facilities to its employees and their families. – Order No. 10.

Signature of the Government Servant.