

G.P.P. A/c No. \_\_\_\_\_

Service Book No. \_\_\_\_\_ LTC Claim for the Block Year \_\_\_\_\_  
 For Home Town/All India Journey \_\_\_\_\_

Details	
Sl. No.	Name, designation, A/c No.
i)	Basic Pay Grade Pay
ii)	Leave details
iii)	Leave period
iv)	Declared leave station/Home Town
v)	Claim prepared on

Family details for whom LTC claimed			
Sl. No.	Name	Age	Relationship

Departure			Arrival			Distance in K.M.	Mode of travel & class of accommodation	Fare per person	After restriction if any	Total amount claimed	Ticket No.	Remarks
Date	Time	station	Date	Time	station							

Mode of Payment \_\_\_\_\_  
 In favour of \_\_\_\_\_

Total \_\_\_\_\_  
 Total amount claimed Rs. \_\_\_\_\_  
 Less Advances Rs. \_\_\_\_\_  
 Balance recovery due Rs. \_\_\_\_\_

Received Payment \_\_\_\_\_  
 Signature of the Claimant \_\_\_\_\_  
 Name \_\_\_\_\_  
 Dep't A/c No. \_\_\_\_\_

Note: The certificate on the reverse must be completed by the claimant and the controlling officer/counter signing the claim.



Certified that:-

1. I have not submitted any other claim for LTC for myself or any family members in r/o block year
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 r/o the journey performed by my wife/myself with children. This claim is in r/o the journey performed by my wife/myself with children none of 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 not been availed by him/her separately for himself/herself or for any of the family members 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 r/o whose journey the amount has been claimed were entirely dependant actually residing with me time the journey was undertaken
6. That the journey was actually performed to and from my certified 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.

Station:-

Date:-

(Signature of the Govt. Servant)

(Countersignature)

Certified by the Controlling Authority:-

- (a) That the journeys were performed actually to the declared home of the Govt. servant as recorded in his service book/any place in viz
- (b) That the tickets for the journey as been produced by the Govt. servant and the numbers, date and amount has been noted with advance has been availed.
- (c) That the concession was not availed of more than once in current block of the calendar year.
- (d) That the journey has been performed by during regular/casual leave.
- (e) That has rendered continuous service for one year or more on the date of commencement of current journey
- (f) That the necessary entries as required under                      Rule                      have been made in the service book of dependants shown by the individual are actually dependant upon him/her as per service book records.
- (g) Certified that the claim has not been preferred and paid earlier.

(Payment Order for office use only)

(Signature of controlling authority for payment)

Passed for Rs.

(Rs.

Treasury	Name of payee	Amount	D.V. No.	Cheque No. & date