

Proforma for Self-certification for LTC by the Government Employee

सरकारी कार्मिक द्वारा एलटीसी संबंधी स्वः प्रमाणीकरण का प्रोफार्मा

1. मैं, डा./श्री/श्रीमती/कुमारी _____ (सरकारी कार्मिक का नाम) इसकी पुष्टि करना हूँ कि मैं _____ के दौरान (यात्रा की तारीखें) _____ के दौरे पर (गंतव्य स्थान) _____ ब्लॉक वर्ष (अनुग्रह अवधि के साथ _____) / _____ वर्ष (अगर नई भर्ती) के लिए स्वयं एवं/अथवा परिवार के सदस्य (सदस्यों) के संबंध में एलटीसी (गृह नगर/भारत में किसी भी स्थान) ले रहा हूँ। यह सूचित किया जाता है कि मैंने अथवा परिवार के सदस्य जिनके लिए मैं एलटीसी का लाभ लेना चाहता/ चाहती हूँ, उन्होंने वर्तमान ब्लॉक में पूर्व में इसका लाभ नहीं लिया है।
 I, Dr./Sh/Smt/Ms. _____ (Name of the Govt. servant) wish to confirm that I am availing _____ (Home Town/ Any Place in India) LTC in respect of self and/or family member(s) for the block year 20____-20____ (with Grace period upto _____ / y e a r (if new recruit) 20____ to visit _____ (p l a c e 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. परिवार के सदस्यों, जिनके संबंध में छोटी यात्रा रियायत का दावा किया जा रहा है, संबंधी व्यौरे निम्नानुसार है:-
 The particulars of members of family in respect of whom the Leave Travel Concession is being claimed are as under:-

क्रम सं/ S#	नाम/ Name	आयु/ Age	सरकारी कार्मिक के साथ संबंध/ Relationship with the Govt. servant

3. यह प्रमाणित किया जाता है कि उपर्युक्त तथ्य सत्य हैं और किसी भी झूठे विवरण के कारण मुझ पर सीसीएस (एलटीसी) नियमावली, 1998 के नियम 16 के अंतर्गत और संगत अनुशासनिक नियमों के अंतर्गत उपयुक्त कारवाई की जाएगी।
 It is certified that the above facts are true and nay false statement shall make me liable for appropriate action under Rule 16 of CCS (LTC) Rules, 1998 and the relevant disciplinary rules.

कर्मचारी के हस्ताक्षर /
 Signature of government employee

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

CENTRAL INSTITUTE OF FRESHWATER AQUACULTURE

(I.C.A.R.)

P.O. KAUSALYAGANGA: VIA: BHUBANESWAR- 751002

APPLICATION FOR GRANT OF L.T.C. ADVANCE

1. Name of the applicant :
2. Designation :
3. Date of entering the ICAR/
Central government Service :
4. Present basic pay :
5. Whether permanent or Temporary :
6. Name of Home Town as recorded in
Service book (Pl. indicate nearest Rly. Jn:
if Home Town is not Rly. Jn.:)
7. Whether wife/ husband is employed?
If so, whether entitled for LTC :
8. (a) Whether the concession is to be
availed for visiting Home Town ?
If so, block for which LTC is to be
availed.
(b) Block year in which you last availed
Home Town LTC and period of journey
9. (a) If the concession is to visit "Anywhere
in India", the place to be visited
(Pl. indicate name of the place,
nearest Rly. Stn. and if place and
Rly. Stn. are not the same, distance
between place and nearest Rly. Stn.)
(b) Block for which to be availed :
(c) Block in which you last availed
'Anywhere in India' LTC and period
of journey.
10. Single Rail fare/ Bus fare from Hqrs.
to place of visit by shortest route
indicating (Rail) Class & Distance.
11. Persons in respect of whom LTC is proposed to be availed :

Sl. No.	Name (s)	Age	Relationship	Whether dependent or not
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- 12. Nature and period of leave recommended / sanctioned. :
- 13. Probable dates of : Outward journey :
Return journey :
- 14. Amount of Advance required :
- 15. Please state if you have ever refunded the LTC Advance without utilisation, with interest/penal interest; indicating the month, year etc. :

I declare that the particulars furnished above are true correct to the best of my knowledge and belief. I undertake to produce the tickets for the outward journey within ten days of receipt of the advance.

In the event of cancellation of the journey or if I fail to produce the tickets within ten days of receipt of advance, I undertake to refund the entire advance in one lump sum.

Date: _____ Signature: _____

CHECK LIST
(For use in Office)

- 1. Particulars in Col. 1 to 6; 8b, 9c and 11 verified
 - 2. Amount entitled: Class fare Rs. X* X2=Rs.
(*No. of tickets)
 - 3. Advance admissible (90% of amount in Col.2) : Rs.
Advance of Rs. _____ may be sanctioned.
- OR
- The Advance is not admissible since
- a) The official has not completed the minimum service.
 - b) The official has not utilised the earlier advance for the LTC which was not refunded by the official in time, but subsequently recovered with/without pencil interest.
 - c) Remarks, if any.

Dealing Asst. Superintendent Ass. Admn. Officer

Not Sanctioned / Sanctioned Rupees

DIRECTOR/ADMINISTRATIVE OFFICER

Passed for payment of Rs. _____ (Rupees _____)

DRAWING & DISBURSING OFFICER

PayRs. _____ (Rupees _____) only.
Examind & Entered.

ACCOUNTANT FINANCE & ACCOUNTS OFFICER

TRAVEL CONCESSION CERTIFICATE

(4 year's block/2 year's block for Home Town/ Any place in India)

Certified that :-

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 20 and 20
2. I have already drawn T.A. for the Leave Travel Concession in respect of journey performed by me/ my wife with children. The 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 / wife with children/ children in respect of the block of two years 20 and 20 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, 20 in respect of block of two years 20 and 20 .This claim in respect of the journey performed by me in the year 20 .This is against the concession admissible once every year in prescribed block for visiting home town 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 withchildren/ children to the declared hometown viz., _____
6. That my husband / wife is / is not 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 or whom L.T.C. is claimed by me is employed in _____ (name of the public Sector Undertaking/ Corporation/ Autonomous body, etc.). Which provided 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 L.T.C. is claimed by me is not employed in any public Sector Undertaking / Corporation / Autonomous Body financed wholly or partly by the Central Govt. of a Local Body, which provides L.T.C. facilities to its employees and their families.

Signature of the Govt. Servant

P.T.O

No. _____ Name(s) _____ or not _____

PAGE 2 OF TRAVEL CONCESSION CERTIFICATE

(For use by the controlling officer)

Certified

- i) That Dr. / Shri/Srimati / Kumarihas rendered continuous service for one year of more on the date of commencement of outward journey.

- ii) That necessary entries as required under para 3 of the Ministry of Home affairs O.M. No. 43/1/55-East. (A) part II. dated the 11th October. 1956 have been made in the service Book of Shri / Smt. / Kumari

**SIGNATURE AND DESIGNATION
OF THE CONTROLLING OFFICER**