**CLAIM FORM FOR REIMBURSEMENT UNDER LTC**

**PART A**

(To be filled in by the Government servant)

1. Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Designation : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Basic pay & Pay Level: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Headquarters: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Nature and period of leave sanctioned:

Nature of leave ( ) From **\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_To \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

6. Particulars of members of family in respect of whom the Leave Travel Concession has been claimed:

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No.** | **Names** | **Age** | **Relationship with the Govt. servant** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |

7. Details of journey (s) performed by Government servant and the members of his/her family.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Departure | Arrival | Distance in km | Mode of travel | Class of Accommodation used | No. of fares | Fares paid Rs. | Remarks |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

8. Amount of advance, if any, drawn ...............................**.**

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9. Particulars of journey (s) for which higher class of accommodation than the one to which the Government servant is entitled, was used (Sanction No. and date to be given): NA

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Place From To** | **Mode of conveyance** | **Class to which entitled** | **Class by which actually traveled** | **No. of fares** | **Fares paid Rs.**  |
|   |   |   |   |   |   |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

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

|  |  |  |
| --- | --- | --- |
| **Name of places From To** | **Class to which entitled** | **Rail fare Rs.**  |
|   |   |   |
|  |  |  |
|  |  |  |

**CERTIFIED THAT-**

1. The information as given above is true to the best of my knowledge and belief;

2. 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 ..................

3. That my husband/wife for whom LTC 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; and

4. That my husband/wife for whom LTC 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.

Date ............................... **Signature of Government servant**

**For Office Use**

Total Amount Admissible -

**Less:** Advance -

Net Payable/Receivable -

**Joint Registrar**

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