

General Instructions:-

Pls. Submit your form in Following sequence with Declaration.

- 1.LTC Claim Form 2.Office Order
- 3.Outward Journey Tickets/Boarding Pass
- 4.Inward Journey Tickets/Boarding Pass

For office use only

Bill No. _____

Date _____

L.T.C REIMBURSEMENT FORM

Pls. **Whichever is Applicable.**

BLOCK YEAR/ **CALENDAR YEAR** _____ **TO** _____

PLACE OF VISIT:- _____

NEAREST RAILWAY STATION/BUS STAND/AIRPORT:- _____

PART A

(TO BE FILLED BY GOVERNMENT SERVANT)

1. Emp. Code :- _____

2. D.O.J :- _____

3. Name :- _____

4. Current / Pay Level :- _____ / _____
Basic Pay

5. Designation :- _____

6. Headquarter :- _____

7. **Leave Details :-**

Nature of Leave : _____

Period :- _____ To _____

Duty Off :- _____ To _____

8. **Particulars of members of Self & family in respect of whom LTC has been claimed:-**

S. No.	Name of Govt. Employee & Dependent Family members	Age	Relationship
1			
2			
3			
4			
5			
6			

Certified that :-

1. The information are given above is true to the best of my knowledge & belief.
2. That my husband/wife is not employed in Government Service/that my husband/wife is employed in Government Service and the concession had not been availed of by him/her separately for himself/herself or for any of the family members for the concerned block year _____ to _____.
3. That my husband/wife from 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 & will not prefer any claim in this behalf to his/her employer; and
4. That my wife/husband for whom LTC is claimed by me is not employed in any Public Sector Undertaking by the Central Government or Local Body, which provides LTC facilities to its employees & their families.
5. That my father/mother/sister/Brother is/are fully dependent on me & their income is less than that ₹.9000/- per month and he/she /they is/are residing with me.

Date :-

**Signature of
Govt. Servant**

MO. No. _____

CERTIFICATE TO BE GIVEN BY ADMINISTRATION

- 1) Certified that necessary entries have been made in the service book

Shri./Smt./Kum. _____

- 2) Joint Declaration/Certificate Received from his/her husband/wife Office. He/She will avail LTC & Other benefits from this Office.

Signature of the Officer Authorised to attest in the service book

PART B
(TO BE FILLED BY BILL SECTION)

1. The Net Entitlement an account of Leave Travel Concession works out ₹. _____

(₹ In Words):- _____.

(a) Railway/Air/Bus/Steamer Fare = _____

(b) **Advance (-)** = _____

Bill No. :- _____

Date :- _____

(c) **Net Amount** = _____

2. Expenditure is Debitable to _____

Major Head _____

Sub Head _____

Bill Clerk
Initial

Drawing & Disbursing Officer
Signature

Annexure-1

Self-declaration Certificate for Completion of Journey

(Annexure to O.M. No. 19024/03/2021-E.IV dated 16.06.2022)

1. I (Name of the employee.....) hereby declare and certify that :

2. I have actually performed the onward journey from..... to..... on.....(date) and return journey from..... to..... on..... for the purpose of Tour/Training.

OR

3. I/We have actually performed the onward journey from..... to..... on.....(date) and return journey from..... to..... on..... for the purpose of Transfer/LTC/Retirement. The particulars of the self and family members who have performed journey either with the Government servant or separately are as under :-

S.No.	Name	Age	Relationship with Govt. servant

4. In case the above declaration given by me is not found true at any stage, I shall be liable to disciplinary action under Central Civil Services (Classification, Control and Appeal) Rules, 1965, as amended from time to time.

(Signature)

Name of the Government servant.....

Designation.....

Name of the Ministry/Department.....

To

Admin/Establishment Section

Ministry/Department.....

Self-Declaration Form for Road Journey

I have actually performed the onward Journey from _____ To _____ On _____ and Return Journey from _____ To _____ On _____ Through (Specify Mode of Travel) _____ Amounting Rs. _____ (To & Fro) (Original Invoice/Ticket Encl.).

I Certify that There is No Public Transport Available for **ex. Flight, Trains, Government Bus or Any Transport Services Run by Local Bodies** to the above mentioned Places.

In case the above Declaration given by me is not found true at any stage, I am giving my consent to Deduct the paid Amount in Lump-sum from my Salary.

**Signature of
Government Employee**

Date:-

Name :-

Place:-

Designation:-

***Note:-** Submitting of Declaration form doesn't mean Your reimbursement may be passed. A government servant has to travelled up to the Destination point or nearest station. From nearest station to Destination point has to be travelled from available mode of transport. **Local Conveyance not allowed.**