General Instructions:- Pls. Submit your form in Following sequence with Declaration.	For office use Bill No Date
1.LTC Claim Form 2.Office Order	
3.Outward Journey Tickets/Boarding Pass	
4.Inward JourneyTickets/Boarding Pass	
L.T.C REIMBURSEME	NT FORM

For office use only
Bill No
Date

Pls. Whichever is Applicable.	
☐ BLOCK YEAR/☐ CALENDAR YEAR	TO
PLACE OF VISIT:-	
NEAREST RAILWAY STATION/BUS ST	CAND/AIRPORT:
<u>.</u>	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 :

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

Period :- ______To_____

Duty Off :- _____To____

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

7. Leave Details:

Nature of Leave :_____

Date & To In Kms. & Class of Accommodation used Passengers Time Total Amount = ₹. Remarks:- 10. Amount of Advance, If any Drawn ₹. 11. Particulars of Journey(s) for which higher class of Accommodation than the one which the Government Servant is entitled used. Departure Arrival Mode of Class to Class by No. Fare paid PNR No./	9. Details of Journey(s) per Departure Arrival		Dista	nce Mode	e of travel	No.	Fair	PNR No.		
Remarks: 10. Amount of Advance, If any Drawn ₹. 11. Particulars of Journey(s) for which higher class of Accommodation than the one which the Government Servant is entitled used. Departure Arrival Mode of Class to Class by No. Fare paid PNR No./ Ticket No. Time Time Time 12. Particulars of Journey(s) performed by the Road between places connected by Rail Departure Arrival Class to Fare Paid Ticket No. Ticket No	Date &	·	Date			Acco	mmodation	Passe	9-	Ticket N
Remarks:- O. Amount of Advance, If any Drawn ₹. 1. Particulars of Journey(s) for which higher class of Accommodation than the one which the Government Servant is entitled used. Departure Arrival Mode of Class to Which of Entitled Travelled Passengers Sime To Time T										
Remarks:- 10. Amount of Advance, If any Drawn ₹. 11. Particulars of Journey(s) for which higher class of Accommodation than the one which the Government Servant is entitled used. Departure Arrival Mode of Class to Which of Time Time 12. Particulars of Journey(s) performed by the Road between places connected by Rail Departure Arrival Class to Which Departure Arrival Class to Fare Paid Ticket No.										
Remarks:- 10. Amount of Advance, If any Drawn ₹. 11. Particulars of Journey(s) for which higher class of Accommodation than the one which the Government Servant is entitled used. Departure Arrival Mode of Class to Which of Time Time 12. Particulars of Journey(s) performed by the Road between places connected by Rail Departure Arrival Class to Which Departure Arrival Class to Fare Paid Ticket No.										
10. Amount of Advance, If any Drawn ₹. 11. Particulars of Journey(s) for which higher class of Accommodation than the one which the Government Servant is entitled used. Departure Arrival Mode of Class to Which of Ticket No. Date From Date & To Time Time 12. Particulars of Journey(s) performed by the Road between places connected by Rail Departure Arrival Class to Fare Paid Ticket No.							Total Amou	nt =	₹.	
11. Particulars of Journey(s) for which higher class of Accommodation than the one which the Government Servant is entitled used. Departure Arrival Mode of Class to Which Which Of Time Time Time Time Time To Particulars of Journey(s) performed by the Road between places connected by Rail	Rema	rks :-			A. M. (1990) A. M.	and the second s	A STATE OF THE PARTY OF THE PAR			
12. Particulars of Journey(s) performed by the Road between places connected by Rail Departure Arrival Class to Fare Paid Ticket No. Date From Date To which	11.Pa wl	rticular hich the	s of Jou	rney(ment	s) for which Servant is e	higher cl	ass of Acco	mmod	y	
DepartureArrivalClass to whichFare PaidTicket No.	11.Pa wl Dej Date	rticular hich the parture	s of Jour Governi Arriv Date &	rney(ment	s) for which Servant is en	higher classito Class to Which	ass of Acco ed. Class by Which Travelled	No. of Passe-	y	
DepartureArrivalClass to whichFare PaidTicket No.	11.Pa wl Dej Date	rticular hich the parture	s of Jour Governi Arriv Date &	rney(ment	s) for which Servant is en	higher classito Class to Which	ass of Acco ed. Class by Which Travelled	No. of Passe-	y	PNR No./
Date From Date To which	11.Pa wl Dej Date	rticular hich the parture	s of Jour Governi Arriv Date &	rney(ment	s) for which Servant is en	higher classito Class to Which	ass of Acco ed. Class by Which Travelled	No. of Passe-	Y	PNR No./
	11.Pa wl Dep Date & Time	rticular hich the parture From	s of Jour Governi Arriv Date & Time	rney(ment	(s) for which Servant is end Mode of Conveyance	higher class to Which Entitled	ass of Acco	No. of Passe- ngers	Fare paid	PNR No./ Ticket No.

1. THE IIIDHHALIOH AIC EIVCH ADD	ve is true to the best of my knowledge & belief.
	employed in Government Service/that my husband/wife is
	vice and the concession had not been availed of by him/her
	for for any of the family members for the concerned block
year to	
3. That my husband/wife fi	rom whom LTC is claimed by me is employed in(Name of the public sector
undertaking/Corporation/Au	tonomous Body etc.) which provides Leave Travel Concession
facilities but he/she has not p	preferred & will not prefer any claim in this behalf to his/her
employer; and	
4. That my wife/husband for v	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 & th	eir 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 N
	MO. No
	MO. No
CERTIFICAT	MO. No
	TE TO BE GIVEN BY ADMINISTRATION s have been made in the service book

PART B

(TO BE FILLED BY BILL SECTION)

1. The Net Entitlement an accou	unt of Leave Travel C	oncession works ou	ıt ₹.
(₹ In Words):			
(a) Railway/Air/Bus/Steame	r 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 certify the	•	employee) hereby	y declare and
2.	.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	ually performed	(date)	and	return	journey
from Tour/Tr		to		on.	for the	purpose of
			OR			
from Transfe	r/LTC/Retiremen	actually performedtotot. The particulars of ent servant or sepan	(date) of the self and f	and onamily members	return for the	journey purpose of
S.No.		Name	Age	Relations	ship with Govt.	servant
	In case the a nary action unde ed from time to ti	bove declaration gi er Central Civil Se me.	ven by me is no rvices (Classific	ot found true at a ation, Control a	any stage, I sha nd Appeal) Ru	all be liable to lles, 1965, as (Signature)
			Name of the Go	vernment servan	t	
				Designation	۱	
			Name of the Mir	nistry/Departmen	t	
То						
Admin/	Establishment Se	ection				
Ministr	y/Department	•				

Self-Declaration Form for Road Journey

I have actual	ly performed	the onward	Journey	from			То
	On	and Retur	n Journey	y from _			То
	On	·	Γhrough	(Specify	Mode	e of	Travel)
	Amo	unting Rs.		(To	& F	Fro) (Original
Invoice/Ticket I	Encl.).						
I Certify that The Bus or Any Tra In case to giving my consert	nsport Services he above Decla	Run by Local	Bodies to	the above	e mentic	oned Pla any sta	ices.
				nature of nent Empl	loyee		
Date:-			Name :-				
Place:-			Designa	ition:-			

*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.