

**Leave Travel Concession Claim**

1.	Name of the staff	:								
2.	Designation	:								
3.	Date of entering the service	:								
4.	Pay Level & Present Basic pay	:								
5.	Whether permanent or temporary or on Rolling contract	:								
6.	Home Town as recorded in the Service Book	:								
7.	Nature & Period of Leave Sanctioned	:	Nature of Leave..... : From ..... To.....							
8.	Particulars of members of family in respect of whom the Leave Travel Concession has been claimed.									
Sl. No	Name	Age	Date of Birth							
9.	Details of Journey(s) performed by Govt. servant and the members of his/her family									
<b>Departure</b>		<b>Arrival</b>		<b>Distance in km.</b>	<b>Mode of travel</b>	<b>Class of travel</b>	<b>No. of Fares</b>	<b>Fares Paid</b>		<b>Remarks</b>
Date & Time	From	Date & Time	To					Rs.	P.	
10.	Amount of advance if any, drawn			:						

CERTIFIED THAT:

1. The information as given above is true to the best of my knowledge and belief; and
2. That my spouse is not employed in Government service/ that my spouse 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.....

**Date :** \_\_\_\_\_

**Signature** \_\_\_\_\_

**For Office Use only**

The net entitlement on account of leave travel concession works out to as detailed below :

	Rs.	P.
a. Railway/Air/Bus/ Steamer Fare		
b. Less amount of advance drawn vide S/O ..... date.....		
Net Amount Rounded off		

**Dealing Assistant**

**Admin Officer**

Certified that necessary entries have been made in the Service Book of Shri Shri/Smt./ Kum .....

.....

**Chief Administrative Officer**