

- Certified that the _____
1. Information as given overleaf is true to the best of my knowledge and belief and
 2. None of the members listed overleaf has availed of LTC from any other sources the block year _____ for which LTC is claimed.
 3. My family members at S. No. _____ who performed the outward journey intend/ do not intent to return within six months. I hereby forego their claim for return journey. _____
 4. My family members at S. No. _____ are coming to head quarter i.e. RAPS Colony Rawatbhata for the first time/ performing the return journey only. Fore go their claim for outward journey. _____
 5. All family members listed overleaf are residing with me and are on wholly depended.
 6. All family members live away from my place of work.

Signature of Govt. Servant

Date : _____

PART 'B' (FOR USE IN ESTABLISHMENT SECTION)

1. Advance sanctioned as admissible vide Vr. No. _____ Dt. _____ for Rs. _____.
2. Entries against S. Nos. 2 to 10 on overleaf checked and found to be in order.
3. Block of Year/ Years against which claim admitted : _____.
4. Journey performed during the sanctioned leave from _____ to _____
journey performed by family members only.
5. Certified that Shri/Smt./Kum. _____ has rendered continuous service for one year or more on the date of commencement of the outward journey.
6. Entry made in service book at Page No. _____.

Dealing Asstt.

PRINCIPAL

FOR USE IN ACCOUNT SECTION

OUT WARD JOURNEY

KM by Rail : _____ Amount : _____

KM by Bus : _____ Amount : _____

Reservation charges : _____ Amount : _____

RETURN JOURNEY

KM by Rail : _____ Amount : _____

KM by Bus : _____ Amount : _____

Reservation charges : _____ Amount : _____

TOTAL : Rupees : _____

Less Advance Drawn : _____

Net Amount due/ Recoverable : _____

Dealing Asstt.

Accountant

PRINCIPAL

Forwarded to :

Auditor

MEMBER, LMC(FINANCE)

CHAIRMAN, LMC

MSP-LTC Sett.