

FORM – I

Certificate to be given by the Controlling Officer.

i)Certified that is a permanent Government Servant / an approved probationer and eligible for the Leave Travel Concession under the rules.

ii)That necessary entries as required under para (15) of the rules have been made in the Service Book of

**Signature and Designation
of the Controlling Officer.**

FORM – II

CERTIFICATE TO BE GIVEN BY A GOVERNMENT SERVANT.

1. Certified that the advance for the Leave Travel Concession drawn by me during the previous block year, has been fully adjusted.

**2 Certified that the journey has been actually performed by me, with my wife / husband ,children and dependants from to
(to the declared place of visit) and back.**

3 Certified that for the railway journey included in the Leave Travel Concession Bill, Myself and members off my family travelled by Class Train for which the claim is made.

4 Certified that my husband / wife is not employed in / 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 4 years (i.e).....to.....

SIGNATURE OF GOVERNMENT SERVANT.

FORM – III

PARTICULARS REQUIRED TO BE FURNISHED ALONG WITH THE APPLICATION FOR LEAVE.

**1. Name and Basic Pay of the
Government Servant.**

:

**2. Designation and Office to which
attached.**

:

**3. Date and Places of Proposed visit
onward Journey**

:

Date of Return Journey

:

4. Mode of travel

:By (Train / Bus / Airline)

From

To

a.]

b.]

c.]

d.]

**5. List of Family members availing the concession with names, age and
relationship with the Government Servant**

Sl.No.	Name	Age	Relationship

6. Cost of tickets (with break up details)

Signature of the Government Servant.