

## **CERTIFICATE TO BE GIVEN BY THE IEST EMPLOYEE**

1. I HAVE NOT SUBMITTED ANY OTHER CLAIM SO FOR Leave Travel Concession in respect of myself or my family members in r/o the block of the years \_\_\_\_\_ and \_\_\_\_\_
2. I have ALREADY DRAWN TA FOR THE Leave Travel Concession in respect of journey performed by me/my wife with \_\_\_\_\_ children. The claim is in respect to the journey performed by my wife/myself with \_\_\_\_\_ children none of whom travelled with the party on the earlier occasion.
3. I have not already drawn TA for the Leave Travel concession in respect of a journey performed by me/my wife with \_\_\_\_\_ children/ \_\_\_\_\_ children in respect of the block of two years \_\_\_\_\_ and \_\_\_\_\_. This claim is in respect of the journey performed by my wife with \_\_\_\_\_ children/ \_\_\_\_\_ children none of whom availed of the concession relating to that block.
4. I have already drawn TA for the Leave Travel Concession in r/o of block of two years \_\_\_\_\_ and \_\_\_\_\_. This claim is in r/o of the journey performed by me in the year \_\_\_\_\_. This is against the concession admissible once every year in a prescribed block for visiting home town as all the members of my family are living away from place of work.
5. The journey has been performed by me/my wife \_\_\_\_\_ children/ \_\_\_\_\_ children to the declare home town viz \_\_\_\_\_
6. That my husband /wife is not employed in Government.

or

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 years.

7. Certified that my wife/ husband for whom L.T.C 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 and will not prefer, any claim in this behalf from his/her employer.

8. Certified that my wife/husband for whom L.T.C. is claimed by me is not employed in any Public Sector Undertaking/Corporation/Autonomous body financed wholly or partly owned by the Central Government Local Body which provides L.T.C facilities to its employees and their families.

Signature of IESTS Employee

## LTC Certificate

### **CERTIFICATES TO BE GIVEN BY THE CONTROLLING OFFICER**

**Certified :**

- I. That Shri/Shrimati/Kumari (Name of the Govt. Servant)\_\_\_\_\_

Has rendered continuous service for one year or more on the date of commencing the outward journey.

- II. That necessary entries as required under para 3 of the Ministry of Home Affairs O.M. No. 43/1/55-Ests.(A) Part II dated 11th October,1956 have made in the Service book of Shri/Shrimati/Kumari \_\_\_\_\_

Signature of

Assistant Registrar

Signature of

Dean Administrative Affairs/Dean Faculty Affairs