

LEAVE TRAVEL CONCESSION (IN LIEU OF IAF-1716(REV))

CERTIFICATE TO BE GIVEN BY THE GOVERNMENT SERVANT AVAILING LTC

1. I have not submitted any other claim for LTC Cash Package in respect of myself or my family members for the Block Year _____ (Extended) (Home Town / All India).
2. I have already drawn/not drawn LTC Deemed Fare and/or Leave encashment for the claim under submission.
3. That my husband/wife is not employed in the Government Service OR that my husband/wife is employed in Government service and the concession has not been availed by him/her separately for himself/herself for any of the family member for the concerned Block.
4. That the family members in respect of whom the amount has been claimed are/were entirely dependent on me at the time of claim.
5. That the claim is for the class of accommodation entitled for which the LTC deemed fare has been claimed.
6. I have given prior intimation of my intention to avail LTC cash package to the respective Admin Section.
7. I have availed LTC previously for the Year / Block Year in the Year on (date) for self and/or family.
8. I am aware of all the LTC rules in this regard & hereby undertake to follow the same
9. I declare that the particulars furnished above are true and correct to the best of my knowledge.
10. I undertake to produce the receipts toward purchase of goods and/or availing services which carry a GST of not less than 12% from GST registered Vendors / Service providers through digital mode indicating clearly the GST number and the amount of GST paid.
11. In the event of cancellation of the application or if I fail to produce the valid receipts within the stipulated time frame, I undertake to refund the entire advance in one lump sum along with penal interest as applicable.

Date: _____ (Signature of the Applicant).
Name & Designation.....
Office.....
Mobile No.....

CERTIFICATE BY THE CONTROLLING OFFICER

1. The concession was not availed for more than once in the Current Year/Block Year _____ (Extended) (Home Town / All India)
2. Shri / Ms.....has rendered continuous service of one year or more on the date of intimation for claim.
3. Necessary **entries** as required under Para 24 of Rule 190 have been made in the **Service Book** of Shri / Ms.....
4. The Claim has not been preferred and paid earlier.

**Senior Administrative Officer (Mov)
For JS & CAO**

LEAVE TRAVEL CONCESSION [IN LIEU OF IAF-1716 (REV)]

CAO/Mov File No.	EMP No.	GPF/PRAN No.
-------------------------	----------------	---------------------

Name & Designation	Block Year	2018-19 / 2020-21 / 2020 / 2021 (Ext) (Home Town) (All India) <small>(Strike out whichever is not applicable)</small>	
Office	Pay Level		
Name & Address of Bank <small>{Kindly give particulars of Bank where salary is credited} (IFS Code on Cheque slip & Pay slip should match)</small>	Pay in Pay Band		
	Date of Joining Govt Service		
Salary Account No.	Mobile No		
IFSC Code (as per Pay Slip)	Office Landline No	Self	Spouse
		Father	Mother
Details of Family Members for whom LTC Deemed Fare is claimed <small>(For Dependents, certificate is to be enclosed) (Kindly give only number of children/brother/sister for whom fare is claimed and for others put v mark in the box)</small>	Son	Daughter	Brother
	Sister		

LEAVE ENCASHMENT		LTC DEEMED FARE	
Leave Encashment Due (100%) (A)		LTC Deemed Fare Due (100%) (C)	
Encashment Received in Bank Account (B)		Deemed Fare Received (50%) (D)	

Sl No	Name of Item	Purchase in the name of the name of (Relationship)	Bill / Invoice No	Bill / Invoice Date	GST %	Digital Payment Mode NEFT/RTGS/DEBIT/CREDIT CARD/DD/CHEQUE/BANKER'S CHEQUE	Digital Transaction ID / Ref No.	Bill / Invoice Amount (In Rs.)
1								
2								
3								
4								
5								
6	Total Expenditure (Sl No.1 to Sl No.5)							
7	Total LTC Cash Package Amount Due (Col A + Col C)							
8	Advance Amount Received (Col B + Col D)							
	Balance Amount Claimed (Sl No.7 – Sl No.8)							

Counter Signature as correct claim

Senior Administrative Officer (Mov)

For JS & CAO

Signature of the individual
Date

(Affix Revenue Stamp if balance amount exceeds Rs. 5000/-)