

CERTIFICATE TO BE GIVEN BY THE
GOVERNMENT SERVANT

1. I have not submitted any other claim so far for leave travel concession in respect of myself or my family members in respect or the block of the years.....
and
2. I have already drawn TA for the leave Travel Concession in respect of a journey performed by me/my wife 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 in respect of the block of two years.....and.....
This claim is in respect of the journey performed by my wife/myself with.....children/.....
Children one of whom availed of the concession relating to that block.
4. I have already drawn TA for the leave Travel Concession in respect of a journey performed by me in the year.....in respect of block of the year1.....and.....This claim is in respect 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 for my place of work.
5. The journey has been performed by me/with.....
Children to the declared home town viz.....
6. That my husband/wife is no employed.
That my husband/wife is employed.

In Government service and the concession has not been availed.

In Government service of by him/her separately for himself/herself or for any of the family members for the concerned block of two years.

Signature of the Govt.
Servant.

Certificate to be given by the
controlling officer

Certified :-

1. That Shri/Smti (Name of the Government servant).....
Has rendered continuous service for one year or more on the date of commencing
the outward journey.
2. That necessary entries as required under para-3 of the Ministry of Home Affairs O.M
No. 43/1/55 Estts.(A) part-II dated the 11th October'1956 have been made in the
service Book of Shri/Smti.....

(Signature and designation of the
Controlling Officer)