

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 Chennai to Kanyakumari (to the declared of Visit) and back.

- 3 Certified that for the railway journey included in the Leave Travel Concession Bill, Myself and members off my family traveled 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 years (i.e).

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	Relation
a			
b			
c			
d			
e			
6	Cost of tickets (with break up details)		

Signature of the Government Servant.