

DELHI COLLEGE OF ARTS & COMMERCE

(UNIVERSITY OF DELHI)
NETAJI NAGAR, NEW DELHI-110 023.

LTC / HTC

XVI. Certificate to be given by the Government Servant

1. I have not submitted any order claim so far Leave Travel Concession in respect of myself or my family members in respect of the block of the year 20.....and 20..... .
2. I have already drawn T.A. for the Leave Travel Concession in respect of a journey performed by me / my wife with.....children. This claim is in respect of the journey performed by my wife with.....children name of whom traveled with the party on the earlier occasion.
3. I have already drawn T.A. for the Leave Travel Concession in respect of a journey performed by me/my wife withchildren in respect of the block of two years 20.....and 20..... . This claim is in respect of the journey performed by my wife / myself with.....children.....Non of whom availed of the concession relating to that block.
4. I have already drawn T.A. for the Leave Travel Concession in respect of a journey performed by me in the years 20.....in respect of block of two years 20.....and 20..... . This claim is in respect of the journey by me in the year 20..... . 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 my place of work.
5. The journey has been performed by me / my wife with.....Children to the declared home town, viz.....
6. That my husband / wife is not employed in Government Service.
That my husband / wife is employed in Government Service and the concession has not been availed of by him/her separately for himself or any of family members for the concerned block of two 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 Bodies etc.) which provides Leave Travel Concession facilities but he/she has not preferred and will not prefer any claim in this behalf to 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 by the Central Government or a Local Body, which provides L.T.C. facilities Order No. 10 and 25.

Details :-

Name of Employee.....

Designation.....

Signature.....

