

## **CENTRAL CIVIL SERVICES (Leave Travel Concession) Rules 1988**

### **XVI. CERTIFICATES TO BE GIVEN BY THE GOVERNMENT SERVANT**

1. I have not submitted any other claim so far for Leave Travel Concession to Hometown in respect of myself or my family members in respect of the block of the years 2018-2019.
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 / myself with \_\_\_\_ children none of whom travelled with the party on the earlier occasion.
3. I have not already drawn T.A. 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 19\_\_\_\_ and 19\_\_\_\_. This claim is in respect of the journey performed by my wife / myself with \_\_\_\_ Children / Children \_\_\_\_ none 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 year 19\_\_ in respect of block of two years 19 \_\_ and 19\_\_\_\_. This claim is in respect of the journey performed by me in the year 19 \_\_\_\_\_. 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 / herself or for any of the family members for the concerned block of two years.
7. Certified that my wife / husband for whom Leave Travel Concession 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 Leave Travel Concession 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 Leave Travel Concession facilities to its employees and their families --- Order Nos. 10 and 25.
9. Certified that the surrender of earned leave has not been exceeded 60 days (for the above proposes) in my entire period of service.

Signature of the Government Servant.