

CERTIFICATE TO BE GIVEN BY THE CONTROLLING OFFICER

Certified that:-

1. Shri/ Smti/ Kumari/ Name of the Govt. Servant.....has rendered continuous service for one year or more on the date of commencing the outward journey.
2. Necessary entries as required under Para-3 of the Ministry of Home Affairs OM No. 43/11/44-Estt/Part-II dated 11th October, 1956, have been made in the service book of Shri/Smti/Kumari.....

Seal and Signature of the
Controlling Officer

CERTIFICATE TO BE GIVEN BY A GOVT. SERVANT

1. I have not submitted any other claims, so far, leave travel concession in respect of myself or my family members in respect of the block of two years 20_____and_____.
2. I have already drawn/not drawn TA for the Leave Travel Concession by myself/wife.
3. This claim is in respect of the journey performed by my wife/myselfchildren none of whom traveled with the party on the earlier occasion.
4. The journey has been performed by me/my wife with children to the declared Home-Town viz.....
5. My husband/wife is employed in Govt. Service
6. My husband/wife is employed in Govt. Service and the concession has not been availed of by him/her separately or himself/herself or for any of the family members for the concerned block of two years.

Signature of the Govt. Servant.