



CDFD

CENTRE FOR DNA FINGERPRINTING AND DIAGNOSTICS
Survey Nos. 584 to 587, 634 & 635, Opp: Metro Rail Pillar No. NUP-9,
Inner Ring Road, Uppal, Hyderabad – 500 039, Telangana State
Ph: +91-40-27216018, www.cdfd.org.in

PROFORMA FOR LTC CLAIM

Name of the officer :
Designation :
Staff No. & Basic pay :
Home Town :
Place of visit :
Nearest Railway Station : 1
Date of Commencement of Journey : 2
Date of Completion of Journey : 3
O.M. No.....Date : 4
Block Years : 5
Advance Drawn : 6

Name of the persons for whom LTC is claimed
Name Relationship

ONWARD JOURNEY

Sector	Date	Ticket No.	Class	Fare	Reservation	Sleeper	Total Amount
--------	------	------------	-------	------	-------------	---------	--------------

RETURN JOURNEY

Sector	Date	Ticket No.	Class	Fare	Reservation	Sleeper	Total Amount
--------	------	------------	-------	------	-------------	---------	--------------

Grand Total : ₹

SIGNATURE

**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 of the block year 20.....and 20.....
2. I have already drawn T.A. for this 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 them travelled with the party on the earlier occasion.
3. I have not already drawn T.A. for the Leave Travel Concession in respect of journey performed by me, my wife withchildren /children in of the block of two years 20..... and 20..... This claim is in respect of the journey performed by my wife, myself with..... children/..... children none of them availed of the concession relating to that block.
4. I have not already drawn T.A. for the Leave Travel Concession in respect of a journey performed by me in the year 20..... in respect of the block of two years 20.....and 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 /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 her /him separately for herself / himself or for any of the family members for the concerned block of two years.

SIGNATURE OF THE GOVERNMENT SERVANT

**CERTIFICATE TO BE GIVEN BY THE
CONTROLLING OFFICER**

Certified

- (i) That Dr. / Mr. / Ms. (Name of the Government servant)..... has rendered continuous service for one year or more on the date of commencing the outward journey.
- (ii) That necessary entries as required under para-3 of the Ministry of Home Affairs O.M. No. 43/1,55-Ests. (A) Part II, dated the 11th october, 1956 have been made in the Service Book of Dr. / Mr. / Ms.....

Head - Administration