

	<u>ISO 9001 : 2015 DOCUMENT</u>		Doc. No.: IIVR/IS15/12
	ICAR – Indian Institute of Vegetable Research, Varanasi		Dated: 12/03/18
	Revision No.:0.0	Issue No.: 1.0	Page No: 3 of 4

12. Amount of advance, if any drawn

Certified that:

1. The information as given above is true to the best of my knowledge and belief;
2. 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 years.....to.....
3. That my husband/ wife for whom LTC is claimed by me is employed in.....
.....(name of the Public Sector Undertaking/ Corporation/Autonomous Body. 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; and
4. That my husband/ wife for whom LTC 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.

Place:

Dated:

Signature of the Employee

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	Revision No.:0.0	Issue No.: 1.0	Page No: 4 of 4

PART-B
(To be filled in the bill section)

The net entitlement on account of Leave Travel Concession works out to Rs. _____

(Rupees _____ only) as detailed below:

Sl. No	Particulars	Amount (in Rs.)
a)	Air Fare	
b)	Train Fare	
c)	Other mode of transportation Fare	
d)	Gross Amount	
e)	Less: Amount of Advance drawn vide Voucher No..... dated.....	
f)	Net amount payable	
g)	Extra amount refunded vide T.R. No..... dated.....	

The expenditure is debitable to the Head of Account: _____

(Dated initials of the Bill Clerk)

(Dated Signature of the D.D.O.)

Countersigned

(Dated Signature of the Controlling Officer)

Certified that necessary entries have been made in the Service Book of the employee.

(Seal & Signature of the Officer authorized
to attest the entries in the Service Book)