

	<u>ISO 9001 : 2015 DOCUMENT</u>		Doc. No.: IIVR/IS15/13
	ICAR – Indian Institute of Vegetable Research, Varanasi		Dated: 12/03/18
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**FINAL LTC CLAIM/ ADJUSTMENT FORM**

I, .....(name) .....  
(designation), in the Division/ Section/ Unit.....certify that:

1. The journey has actually been performed by all the claimants to the destined Place of Visit, for which documentary proof has been attached.
2. That my husband/ wife is not employed in Govt. Service or that my husband/ wife is employed in Govt. Service and the concession has not been availed of by him/ her separately, for himself/ herself or for any member of the family for the concerned block of two/ four calendar years.
3. The airfare claimed by me is in respect of the fare charged by the Airline for the air journey only and does not include any charges for any facility/ undue benefit including boarding/ lodging/ local transport, etc.
4. I have booked the Air tickets at the lowest fare available for the destination at the time of booking for the scheduled date & time of departure from the authorised agent/ website only.
5. I am aware that suppression of any information or furnishing of wrong information will render me liable to disciplinary action.

**Place:**

**Dated:**

**Signature of the Applicant**

**Certified that:**

1. Sh./Dr./Ms.....has rendered continued service for one year or more on the date of commencement of his/ her outward journey to home town or any place in India.
2. Necessary entries as required have been made in the service book at Page no.....

**Dated:**

**Signature of the SAO/ AAO**