



THAPAR UNIVERSITY, PATIALA

CERTIFICATE TO BE GIVEN BY EMPLOYEE

01. I have not submitted any other claim so far for Leave Travel Concession in respect of myself or my family members or the block of two years / four years from _____ to _____.
02. 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 me wife / myself with _____ children none of whom traveled with the party on the earlier occasion.
03. The journey has been performed by me / my wife with children to declare "Home Town" viz. _____

04. 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 to by him / her separately for himself / herself or any of the family members for the concerned block of two years / four years.

Date : _____

SIGNATURE OF THE EMPLOYEE

Particulars of persons who performed the journey

S.No.	Name	Age	Relationship to the Claimant

Date : _____

SIGNATURE OF THE CLAIMANT

JOURNEY VERIFIED

CONCERNED HEAD

AFFIDAVIT

I _____ S/o D/o W/o Shri _____
employed as _____ in the office of _____
_____ do hereby solemnly affirm and declare that
the journey in respect of which L.T.C. for visiting _____ is being claimed
vide my bill for the period _____ were actually performed by
me and/or the members of the family as per details given in the L.T.C. Bill.

DEPONENT

VERIFICATION

Verified that the above facts are true to the best of my knowledge and belief and the nothing relevant has been concerned therein.

PLACE : _____
DATED : _____

DEPONENT

