



# 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

