
Certificate to be given by employee

I hereby declare that

- 1) 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 _____
- 2) 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.
- 3) The journey has been performed by me / my wife with children to declare "Home Town" viz.

- 4) 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.

Particulars of persons who performed the journey

SN	Name	Age	Relationship to the claimant

Date: _____

Signature of Employee : _____

CONCERNED HEAD : _____

JOURNEY VERIFIED : _____

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

Certificate To Be Given By TIET Employee

I hereby declare that

- 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 of two years / four years from _____ to _____.
- 2) 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 my wife / myself with _____ children / _____ children none of whom travelled with the party on the earlier occasion.
- 3) I have not drawn T.A. for the Leave Travel Concession in respect of a journey performed by me / my wife with _____ children. / _____ children in respect of the block of two years / four years from _____ and _____. This claim is in respect of the journey performed by my wife / myself with _____ children / _____ children none of whom availed of the concession relating to that block.
- 4) I have already drawn T.A. for the Leave Travel Concession in respect of journey performed by me in the year _____ in respect of the block of two / four years from _____ and _____. This claim is in respect of the journey performed by me in the year _____. This is against the concession admissible once every two years 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./place _____ in India.
- 6) That my husband / wife is not employed in / 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 any of the family members for the concerned block of two years / four years.

Dated: _____

Signature of Employee : _____

Name: _____

Department: _____

Certificate for journey in Tour, Travelling Allowance etc.

I hereby declare that

- 1) Certified that no part of amount of this TA/DA has been or will be claimed from any other source.
- 2) Certified that the tour has been under taken by me strictly on Institute Business and under proper authority and that I travelled by the shortest eligible route.
- 3) Certified that the details of timing or arrival and departure, the fares and other expenses charged, the distance shown and other information indicated in the bill are complete and correct to the best of my knowledge and belief.
- 4) Certified that I actually travelled by the class for which TA has been claimed and is supported by actual ticket/ticket number.
- 5) Certified that between stations connected by Railway viz. from _____ to _____, I performed journey by road/rail and travelled in Institute Car/ Private Car/Own Car, took a single seat in taxi or Omni bus.
- 6) Certified that I was not absent or on casual leave or otherwise out of campus during the period for which TA/DA has been claimed.
- 7) Certified that I was provided/not provided with boarding and lodging during this tour by any other agency.
- 8) Certified that the journey was performed by Purchasing return tickets at reduced rates and the fares claimed are only those actually paid (if travelled by AIR).
- 9) A brief report of tour is given below / attached.

Dated: _____

Signature of Employee : _____

	Competent Authority for	
	Verifying Journey	Passing the Bill
For Deans, Head of Department/School/Centre & Registrar	Director	Dean, RPG
For Staff in Department/School/Centre/Unit	Head	Dean, RPG
For Deputy Registrar/Assistant Registrar	Registrar	Dean, RPG
For Teaching Assistant/JRF/SRF/Research Associates, TIFAC-CORE & DBT Staff	Head	Dean, R&SP
Dean, RPG	Director	Dean, R&SP