	ICAR– Central Institute for Research on Goats, Makhdoom, Mathura		Doc. No.: CIRG/IS/12
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**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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**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)	<b>Gross Amount</b>	
e)	Less: Amount of Advance drawn vide Voucher No..... dated.....	
f)	<b>Net amount payable</b>	
g)	<b>Extra amount refunded vide T.R. No..... dated.....</b>	

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)