

Checklist to be certified by the officer in charge

Encl. II.

- 1 Name of Government Servant
- 2 Date of entering in Govt. Service
- 3 Present Basic Pay
- 4 Whether permanent or temporary
- 5 Home Town as recorded in the service book or as availed on earlier LTC journey
- 6 Whether the concession is to be availed for visiting home town and if so block year for which LTC is to be availed block year is always started with even No. either Home Town or All India
- 7 Whether wife / husband is employed and if so whether entitled to LTC.
- 8 Whether the claimant have touched the declared place of visit either for home town or for all India
- 9 Whether the claimant have changed the declared place of visit either on receiving the LTC advance or before commencement of LTC journey. If so the no and date of forwarding letter under which the request for such change from the claimant is forwarded to R. C. may be mentioned with a copy attested by Gaz. officer of the same.
- 10 Single rail fare / Govt. bus fare (with Ticket) and distance in kilometer for the both rail and bus journey from the place of commencement of journey upto the place of visit by shortest route or through ticket basis may be furnished
- 11 Whether certificate Met. A - 63 form have been filled in properly by the Govt. servant mentioning the place of visit / Home Town.
- 12 Person in respect of whom LTC availed names relationship with Govt. servant age of dependent family members may be mentioned in the form.
- 13 Date of receipt of LTC advance granted to Govt. servant.
- 14 Total amount claimed.
- 15 Whether rail fare / Govt. bus fare claimed is by shortcut route or through ticket basic without break journey by purchasing fresh tickets.
- 16 Whether availed rail fare / Govt. bus journey by class for which advance was granted, if not reason with documents may be furnished.
- 17 Whether unspent amount is lying with the Govt. servant if so the amount may be mentioned (calculation of the unspent amount on the basis from rail station to rail station on through ticket basis. When there is no other means of conveyance bus journey by Govt. bus only to be claimed along with original bus ticket.
- 18 Date of submission of claim to the office.
- 19 Date of commencement and completion of LTC journey.
 - a) Date of commencement of the journey.
 - b) Date of completion of the journey.
- 20 Whether all document have been signed by the claimant with date.

I certify that above statement furnished by me is correct to the best of my knowledge and belief.

Date

Signature of Claimant

Particulars under 08 to 20 have been verified by me and found correct.

Signature of officer in charge
Official Seal with Date