

NATIONAL INSTITUTE OF PLANT GENOME RESEARCH
New Delhi

Certificate to be given while submitting claims for
Leave Travel Concession (in duplicate)

1. I have not submitted any other claim so far for leave travel concession in respect of myself or my family members in respect to block of two years..... or four years
2. I have already drawn T.A. for the leave travel concession in respect of journey performed by me/my wife with..... children. This claim is in respect of the journey performed by my wife/myself with.children none of whom traveled with the party on the earlier occasion.
3. My husband /wife is not employed in Government service/ Central University /Public Undertaking / Autonomous body where a similar concession is available.
4. My husband/wife is employed in Government service/ Central University/Public Undertaking /Autonomous body but the concession has not been availed of by him/her separately or for any of the family members for the concerned block year(s).
5. The journey was actually performed in a class of accommodation not lower than that for which reimbursement of fare is claimed.
6. I have not been paid any advance/paid Rs..... (Rupees.....) in the month of towards Leave Travel Concession.
7. The journey has been performed by me/and or the following persons, who are actually dependent on me, to declared home town/other than home town viz.....

S.No.	Name of the family members	Relationship	Age (in case of children)	Date of commencement of		Class in which traveled onward/ return journey
				Onward journey	Return journey	
1						
2						
3						
4						
5						
6						
7						

Delete whichever is not applicable

Signature