APPENDIX -I

Certificate to be given by the Head of the Department certifies:-

1. That Prof./Dr./Mr./Mrs. (Name of the University servant)..........................
   has rendered continuous Service for one year or more of the date of commencing the
   outward journey.

   Signature of the Head
   of the Department (with Seal)

2. That necessary entries as required under para (52) of one scheme have
   been made in the Service Book of Prof./Dr./Mr./Mrs.
   ........................................................................

3. Certifies that the entitlement of the claim for the Block Year (Home
   Town) Scheme/4 Years Block visit to any place in India is due
   ........................................................................

4. He/She has claimed in the year ..................................................
   During the period from ....................... amount to Rs. ..................

5. Entered in Service Book on Page No. ..............................................

6. If is first claim against the Block Year ..............................................

Countersigned

REGISTRAR

DEPUTY REGISTRAR
(Accounts Section)
Certified that my Father/Mother/Brother/Sister and Major Son/Daughter are not in the University Service/Government Service and the Claim of the dependent has not been made from any other source where claim has been preferred in this Bill .................................................................

Counter Signature of the Chairman of the Department (with Seal)  

Signature of the Claiment

Certificate to be recorded on the Bill form by the Claiment.

Certified that:-

1. Controlling Officer was informed before undertaking Journey Vide D.No. ___________ dated ______________ .

2. Journey was performed by Bus/Mail, Express Train/Air…………………

3. All Family members are wholly dependent upon me residing with me and they have no other source of Income.

4. I have not availed Home Town/4 Years LTC.

5. E/L or Summer/Winter vacation was availed (if claiment himself performed journey).

6. Ticket No. and other information as noted in the Bill are correct to the best of my Knowledge.

(Signature of the Claiment)
APPENDIX-II

CERTIFICATE TO BE GIVEN BY THE UNIVERSITY EMPLOYEE

1. I have not submitted another claim so far for leave travel concession in respect of my self or/my family members in respect of the block of two/four years.........to.............

2. I have already drawn T.A. for the leave Travel Concession in respect of journey performed by me/wife with................. children. This claim is in respect of the journey performed by wife/me self with............... children none of whom travel with the party on the earlier occasion.

3. I have not already drawn T.A. for the leave travel concession in respect of journey performed by me/wife with................. Children in respect of the block year’s of the journey performed by me wife/my self with............... Children none of whom availed of the concession relating to that block.

Para 1(B) of MHA O.M.No.6-7/59 Esst. (a) Dated the 6th October, 1960.

4. I have already drawn T.A. for the leave travel concession in respect of a journey performed by me in the year.......in respect of block of two years........and ...........This claim is in respect of the journey performed by me in the year.............this is against the concession admissible once year in a prescribed block year for visiting home town as all the members of my family are para 1 (a) of MHA O.M. NO.6/7/58 Esst./dated the 6th October, 1960.

5. Journey has been performed by me with wife family Children.............Children to the declare place viz................

6. That my wife/husband is not employee in Government/University Service. That my husband /wife is employed in Government/University Service and the concession has not been availed as my/her separately for this concerned block of two year para 1 (5) of MHA O.M NO.43/1/55 para (a) pt 11dated the 11th October, 1966.

Dated............

Signature
of the University Employee