|  |
| --- |
|  காவல் துறையில் பணியில் சேர்ந்த இரண்டு ஆண்டுகளுக்கு ஒருமுறை ஒருவழி பயன சலுகையும் நான்கு ஆண்டுகளுக்கு ஒருமுறை இருவழி பயண சலுகையும் அரசிடமிருந்து பெறமுடியும். |
|  |
|  இரயில் பயணமாக இருந்தால் Ticket இணைக்க வேண்டும். Bus பயணமாக இருந்தால் Ticket இணைக்க வேண்டாம். |
|  |
| இதற்கான Sample Format கீழே கொடுக்கப்பட்டுள்ளது. |
|  |

**Sample**

|  |  |
| --- | --- |
| அனுப்புனர் |  |
|  | ராஜ்குமார் HC 2030,இராஜபாளையம் வடக்கு காவல் நிலையம்,விருதுநகர் மாவட்டம்.  |
|  |  |
| பெறுனர் |  |
|  | காவல் கண்காணிப்பாளர் அவர்கள்,விருதுநகர் மாவட்டம்,விருதுநகர். |
| வழி வழியாக, |  |
| ஐயா, |  |
|  |  |
|  நான் இராஜபாளையம் வடக்கு காவல் நிலையத்தில் தலைமை காவலராக பணிபுரிந்து வருகிறேன். நான் எனது குடும்பத்துடன் சென்னை சென்று சுற்றுலா தலங்களை சுற்றிபார்க்க இருவழிப்பயணச்சலுகையுடன் கூடிய, 12.01.13 முதல் 13.01.13 ஆகிய 2 நாட்கள் முன் அனுமதி விடுப்பும் 14.01.13 முதல் 18.01.13 வரை 5 நாட்கள் ஈட்டிய விடுப்பும், 19.01.13 மற்றும் 20.01.13 ஆகிய இரண்டு நாட்கள் பின் அனுமதி விடுப்பும் (2+5+2=9 நாட்கள்); தந்து உதவுமாறு பணிவுடன் கேட்டுகொள்கிறேன் மேலும் எனது மனைவி மற்றும் தாய் தந்தையார் எனது சொந்த பொருப்பில் இருந்து வருகிறார்கள் என்றும், எந்தவித அரசு பணியிலும் இல்லை என்றும், ஒய்வூதியம் எதுவும் பெறவில்லை என்பதையும் பணிவுடன் தெரிவித்துக்கொள்கிறேன். |
|  |  |
| நாள் | 05.01.13 | தங்கள் உன்மையுள்ள, |
| இடம் | இராஜபாளையம் |
|  |  |
|  |  |

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| --- |
| **FORM II** |
| **CERTIFIED TO BE GIVEN BY A GOVERNMENT SERVANT** |
|  |
| 1. | Certified that the advance for the leave travel concession drawn by me during the previous block Year, has been fully adjusted. |
|  |  |
| 2. | Certified that the journey has been actually performed by me/my wife with children from the declared place of visit Chennai. |
|  |  |
| 3. | Certified that for the railway journey included in the Leave travel Concession bill myself and members of my family traveled by the bus for which the claim is made. |
|  |  |
| 4. | Certified that my husband/wife is not employed in Govt. Service and that the concession has not been availed of her separately or herself for any of the family members for the block of year 2013 – 2016 |
|  |  |
|  |  | Signature of Government Servant |

|  |
| --- |
| **FORM III** |
| **PARTICULARS REQUIRED TO BE FURNISHED ALONG WITH THE APPLICATION FOR LEAVE TRAVEL CONCESSION** |
| a. | Designation and Office in which attached | : | Rajkumar, Basic Pay: 9,530 /- |
|  |  |  |  |
| b. | Name and Basic pay of the Government Servant | : | HC 2030, Rajapalayam North PS |
|  |  |  |  |
| c. | Dates and Places of Proposed Visit(Onward and return journey) | : | Rajapalayam to Chennai12.01.13 - Onward Journey20.01.13 - Return Journey |
|  |  |  |  |
| d. | Mode of Travel | : | Bus |
|  |  |  |  |
| e. | List of family members availing Concession with Name, Age and Relationship with the Govt. Servant |  |  |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No** | **Name** | **Age** | **Relationship** |
| 1 | xxxx | 30 | Self |
| 2 | xxxx  | 22 | Wife |
| 3 | xxxx | 63 | Father |
| 4 | xxxx | 58 | Mother |

 |
| f. | Cost of Tickets breakup Details | : | 4 x 400 x 2 = 3,200.00 |
|  |  |  |  |
|  | 1. Certified that the particulars furnished above are true to the best of my knowledge.
2. Certified that my wife is wholly depend upon me.
3. Certified that my wife, my father and mother are not serving in any Government job and they were not received any pension also.
 |
|  |  |  |  |
|  |  |  | Signature of the Applicant |

**Empty Format**

|  |
| --- |
| **FORM II** |
| **CERTIFIED TO BE GIVEN BY A GOVERNMENT SERVANT** |
|  |
| 1. | Certified that the advance for the leave travel concession drawn by me during the previous block Year, has been fully adjusted. |
|  |  |
| 2. | Certified that the journey has been actually performed by me/my wife with children from the declared place of visit Chennai. |
|  |  |
| 3. | Certified that for the railway journey included in the Leave travel Concession bill myself and members of my family traveled by the bus for which the claim is made. |
|  |  |
| 4. | Certified that my husband/wife is not employed in Govt. Service and that the concession has not been availed of her separately or herself for any of the family members for the block of year xxxx to xxxx |
|  |  |
|  |  | Signature of Government Servant |

|  |
| --- |
| **FORM III** |
| **PARTICULARS REQUIRED TO BE FURNISHED ALONG WITH THE APPLICATION FOR LEAVE TRAVEL CONCESSION** |
| a. | Designation and Office in which attached | : |  |
|  |  |  |  |
| b. | Name and Basic pay of the Government Servant | : |  |
|  |  |  |  |
| c. | Dates and Places of Proposed Visit (Onward and return journey) | : |  |
|  |  |  |  |
| d. | Mode of Travel | : |  |
|  |  |  |  |
| e. | List of family members availing Concession with Name, Age and Relationship with the Govt. Servant |  |  |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No** | **Name** | **Age** | **Relationship** |
| 1. |  |  |  |
| 2. |  |  |  |

 |
| f. | Cost of Tickets breakup Details | : |  |
|  |  |  |  |
|  | 1. Certified that the particulars furnished above are true to the best of my knowledge.
2. Certified that my wife is wholly depend upon me.
3. Certified that my wife, my father and mother are not serving in any Government job and they were not received any pension also.
 |
|  |  |  |  |
|  |  |  | Signature of the Applicant |