

FORM-III

PARTICULARS REQUIRED TO BE FURNISHED ALONG WITH THE APPLICATION FOR EARNED LEAVE/CASUAL LEAVE

1. Name and basic pay of the Board Employee :

1A. Basic Pay :

2. Designation & Office to which attached :

3. Dates and places of proposed visit (onward and return journeys) :

4. Mode of Travel :

By Train From To

By Bus From To

5. List of Family Members availing the concession with names, age and relationship with the Board Employee

i)

ii)

iii)

iv)

v)

6. Cost of tickets (with break-up details) :

7. CERTIFICATE:

- i) Certified that I have not availed LTC for the block 2008-2011
- ii) Certified that my wife is not employed in Government or Private Concerns
- iii) Certified that my Sons/ Daughters studying in School and College
- iv) Certified that my Son / Daughter not married and not working in Government / Private Concerns
- v) Certified that my Father & Mother are not Pensioner / Family Pensioner
- vi) Certified that my family members are solely dependant upon me.

SIGNATURE OF BOARD EMPLOYEE

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TAMIL NADU ELECTRICITY BOARD

L.T.C
FORM-I

CERTIFICATE TO BE GIVEN BY THE CONTROLLING OFFICER

Certified

i) that Thiru. is an employee paid monthly wages on time scale of pay / an employee appointed on contract basis / a re-employed employee and is eligible for the LEAVE TRAVEL CONCESSION under the Rules.

ii) that necessary entries as required under para (17) of the Rules have been made in the Service Book of Thiru

SIGNATURE & DESIGNATION
OF THE CONTROLLING OFFICER

FORM-II

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 . . . children from / to the declared place of visit.

3) Certified that for the Railway journey included in the LEAVE TRAVEL CONCESSION bill myself and members of my family traveled by the I Class for which the claim is made.

4) That my husband / wife is not employed / that my husband / wife is employed in a private concern / public undertaking / Government where he / she is not eligible for LEAVE TRAVEL CONCESSION / that my husband / wife is employed in Board 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 four years.

SIGNATURE OF THE BOARD EMPLOYEE