

**FORM – III**

PARTICULARS REQUIRED TO BE FURNISHED ALONG WITH THE  
CASUAL LEAVE APPLICATION FOR AVAILING THE LEAVE  
TRAVEL CONCESSION FOR THE ..... BLOCK FOR THE YEAR  
..... TO .....

1. Name and Basic Pay of the Board :  
Employee
2. Designation and Office to which :  
attached
3. Dates and places of proposed visit :  
(onward and return journey)
4. Mode of Travel :
5. List of Family members availing :  
the concession with names age  
and relationship with the Board  
employee
  
6. Cost of Tickets :  
(with break up details)

ONWARD JOURNEY

RETURN JOURNEY

(SIGNATURE OF THE BOARD EMPLOYEE)

Certified that my unmarried daughter is not working in any Private Concern/Public Undertaking/Government Service. My Husband is a TNEB pensioner and his name is not included. My daughter is wholly dependent upon me.

SIGNATURE

**FORM – II**

**CERTIFICATE TO BE GIVEN BY THE BOARD EMPLOYEE**

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 with my wife and children to the declared place of visit.
3. Certified that for the railway journey included in the Leave Travel Concession on bill, myself and members of family travelled by the I st Class for onward journey and return journey for which the claim is made.
4. Certified that my wife and sons were not employed anywhere and they were solely dependant on me and residing with me.

SIGNATURE OF THE BOARD EMPLOYEE