

SCHOOL OF OPEN LEARNING
(CAMPUS OF OPEN LEARNING)
UNIVERSITY OF DELHI
DELHI-110007.

CERTIFICATE TO BE GIVEN BY THE CONTROLLING OFFICER

PARA (16) Of M.H.A.
O.M. Dated.

CERTIFIED :

- (i) That Sh./Ms.(Govt. Servant _____
_____ has rendered continuous service for one
year or more on the date of commencing the outward journey.
- (ii) That necessary entries are required under para-3 of the Ministry o
of Home Affair O.M. No.43/1/55/Ests. (A) Para II dated the 11th
October 1956, have been made in the Service Book of
Sh./Ms._____

(SECTION OFFICER)

For

* Non-gazetted officer office *

CERTIFICATE TO BE GIVEN BY A GOVEN

Certified that :-

1. I have not submitted any other claim so far for leave travel concession in respect of myself or my family members in respect of block year 200_____.
2. I have already drawn T.A. for the LTC in respect of a journey/performed by me/my wife with_____children. This claim is in respect of journey performed by my wife/myself with _____ children none of home traveled with the party on the earlier occasion.
3. The journey has been performed by me/my wife children to the declared Home Town Place viz._____.
4. My husband/wife is not employed in Govt./University Service and the concession has not been availed of by him/her separately for himself/herself or for any of the family members of or the concerned block of to year.

NOTE :-

Delete which is not applicable.
Para 1(6) of M.H.A. C.M. dated 11-10-1956.

(SIGNATURE OF THE EMPLOYEE)