

LEAVE TRAVEL CONCESSION BILL

For the Block years To

[Note: This bill should be prepared in duplicate one for payment and the other as office copy.]

PART-A

[To be filled up by Government servant]

1. Name
2. Designation
3. Scale of Pay
4. Headquarters
5. Nature and period of leave sanctioned :
Nature of leave From..... To
6. Particulars of members of family in respect of whom the Leave Travel Concession has been claimed :

Sl. No.	Name (s)	Age	Relationship with the Government servant

7. Details of journey(s) performed by Government servant and the members of his/her family.

Departure	Arrival	Distacne in kms	Mode of Travel	Class of Accommodation used	No. of fares	Fares paid		Remarks
						Rs.	P.	

8. Amount of advance, if any, drawn

9. Particulars of journey(s) for which higher class of accomodation than the one to which the Government servant is entitled was used (Sanctin No. and date to be given) :

Place		Mode of conveyacne	Class to which entitled	Class by which actually traveled	No. of fares	Fare paid	
From	To					Rs.	P.

10. Particulars of journey(s) performed by road between place connected by rail.

Name of Place		Class to which entitled	Rail fare	
From	To		Rs.	P.

CERTIFIED THAT

1. The information as given above is true to the best of my knowledge and belief
2. That my husband/wife is not employed in Government service/that my husband/wife is employed in Government service and the concession has not been availed of by him/her separately or himself/herself or for any of the family members for the concerned block of years To
3. That my husband/wife for whom LTC is claimed by me is employed in (name of the Public Sector Undertaking/Corporation, Autonomous Body, etc.) which provides Leave Travel Concession facilities but he/she not preferred and will not prefer, any claim in this behalf to his/her employer; and
4. That my wife/husband for whom LTC is claimed by me is not employed in any Public Sector Undertaking Corporation/Autonomous Body financed wholly or partly by the Central Government or a Local Body, which provides LTC facilities to its employees and their families.

Date

Signature of Government servant

PART-B

[To be filled in the Bill Section]

1. The net entitlement on account of leave travel concession works out to Rs.

(Rupees)

as detailed below:

Rs.	P.

(a) Railway/Air/Bus/Steamer fare

(b) Less amount of advance drawn vide Vr. No..... dated

Net Amount

2. The expenditure is debatable to

Bill Clerk
(initial)

Drawing & Disbursing Officer
(Signature)

Countersigned
Controlling Officer
(Signature)

Certified that necessary entries have been made in the Service Book of

Shri/Smt/Kum.

(Signature of the Officer authorised to attest
entries In the Service Book)