

LEAVE TRAVEL CONCESSION BILL FOR THE BLOCK OF YEAR

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

PART-A (To be filled up by Govt. servant)

1. Name : _____
2. Designation : _____
3. Pay : _____
4. Headquarters : _____
5. Nature and period of leave sanctioned
From _____ to _____
6. Particulars of members of family in respect of whom the L.T.C. has been claimed

S/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		Dist- Acne in kms	Mode of Travel & class of accommodation used	No. of fares	Fare paid	Remarks
Date and time	From	Date and time	To					

7. Amount of advance, if any, drawn Rs. _____

P.T.O.

8. Particulars of journey(s) for which higher class of accommodation than the one of which the Government servant is entitled, was used. (Sanction No. & Date to be given).

Place		Mode of convey- Acne	Class to which entitled	Class by which actually traveled	No. of fares	Fare paid
From	To					

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

Name of Place		Class to which entitled	Rail fare
From	To		

Certified that the:-

1. Information, as given above is true to the best of my knowledge and belief: and
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.

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. _____ as detailed below:

(a) Railway/Air/Bus/Steamer fare Rs. _____

(b) Less amount of advance drawn
vide Voucher No. _____
dated _____. Rs. _____

Net Amount Rs. _____

2. The expenditure is debatable to _____

Drawing & Disbursing Officer

Countersigned

Signature of Controlling Officer

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

Shri _____

Signature of the Officer
Authorised to attest entries
In the Service Book

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

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Date and time	From	Date and time	To					

10. Amount of advance, if any, drawn Rs. _____

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Name of Place		Class to which entitled	Rail fare
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