

Sub – bill No.....

LEAVE TRAVEL CONCESSION BILL

For the block of yearsTo

(Note: This bill should be prepared in duplicate – one for payment and the other as Office Copy)

PART – A

(To be filled in by the Government Servant)

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

S.No.	Name(s)	Age	Relationship with the Govt. Servant
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7.Details of journey(s) performed by Government Servant and the members of his/her family:

Departure	Arrival	Distance in km	Mode of Travel	Class of accommodation used	No. of Fares	Fares Paid		Remarks
						Rs.	P.	
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8. Amount of advance if any drawnRs.....
9. Particulars of journey(s) for which higher class of accommodations than the one to which the Government Servant is entitled, was used. (Sanctioned No. & date to be given)

Place		Mode Conveyance	Class to which entitled	Class by which actually traveled	No. of Fares	Fare paid	
From	To					Rs.	P.
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10. Particulars of journey(s) performed by road between places connected by rail.

Name of Place		Class to which entitled	Rail Fare	
From	To		Rs.	P.
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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 for himself/herself or for any of the family members for the concerned block of years.....
to.....
3. That my husband/wife for whom L.T.C is claimed by me is employed in(name of the Public Sector Undertaking/Corporation/Autonomous Body, etc), in this behalf to his/her employer; and
4. That my wife/husband for whom L.T.C 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 L.T.C. facilities to its employees and their families.

Signature of Government Servant

Date

PART – B
(to be filled in by the bill Section)

1. The net entitlement on account of leave travel concession work out to Rs
(Rupees

as detailed below :-

Rs. P.

(a) Railway / Air /Bus / Steamer Fare

(b) Less amount of advance vide

Vr. Nodated

Net amount

2. The expenditure is debitable to

Bill Clerk
(initial)

Drawing and 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 authorized to
attest entries in the Service Book)