

Bill No. \_\_\_\_\_

GAR-14-C

# Leave Travel Concession Bill

For the Block of Year \_\_\_\_\_ to \_\_\_\_\_

**Note:** - This should be prepared in duplicate - One for payment and other as office copy

## PART-A

(To be filled up by the Government Servant)

1	Name	:							
2	Designation	:							
3	Pay	:							
4	Headquarters	:							
5	Nature and period of leave sanction from _____ to _____								
6	<b>Particulars of members of family in respect of whom the L.T.C. has been claimed:</b>								
	S.No	Name	Age						
	(1)	(2)	(3)						
	1								
	2								
	3								
	4								
	5								
	6								
	7								
7	<b>Details of Journey(s) performed by Government Servant and the members of his / her family:</b>								
	<b>DEPARTURE</b>		<b>ARRIVAL</b>	Distance in Kms.	Mode of travel and class of accommo- dation used	No. of fares	Fare paid  (Rs.)	Remarks	
	Date and time	From	Date and time						To
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
8	Amount of Advance, if any, drawn		:	Rs.					

9	<b>Particulars of journey(s) for which higher class of accommodation than the one to which the Government Servant is entitled, was used (Sanction No. and date to be given):</b>						
	<b>P L A C E S</b>		Mode of conveyance	Class to which entitled	Class to which actually travelled	No. of Fares	Fare paid (Rs.)
	From	To					
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
10	<b>Particulars of Journey(s) performed by Road between places connected by Rail:-</b>						
	<b>NAME OF PLACE</b>		Class to which entitled	Fare Paid (Rs.)			
	From	To					
	(1)	(2)	(3)	(4)			

**CERTIFIED that the :-**

- Information as given above is true to the best of my knowledge and belief, and
- That my husband / wife is not employed in the 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 for any of the family members for the concerned Block of \_\_\_\_\_ years.

(Signature of Government Servant)

Dated:

# 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 : Rs.

Voucher No. \_\_\_\_\_ dated \_\_\_\_\_

**Net Amount : Rs.**

2. The expenditure is debitable to \_\_\_\_\_

Initials of Bill Clerk

(Signature of Drawing & Disbursing Officer)

**COUNTERSIGNED**

(Signature of Controlling Officer)

**CERTIFIED THAT** necessary entries have been made in the Service Book of

Shri / Smt./ Miss \_\_\_\_\_

(Signature of the officer authorised to attest  
entries in the Service Book)

## L.T.C. CERTIFICATE

### CERTIFICATES TO BE GIVEN BY THE CONTROLLING OFFICER

- (i) that Shri/ Smt./ Kumari \_\_\_\_\_ has rendered continuous service for one year or more on the date of commencing outward Journey.
- (ii) that necessary entries as required under 3 of the Ministry of Home Affairs O.M. No. 43/1/55-Ests(A) Part II dated 11th October, 1956 have been made in the Service Book of Shri / Smt./ Kumari \_\_\_\_\_

(Signature & Designation of the Controlling Officer )

### CERTIFICATE TO BE GIVEN BY THE GOVT. SERVANT

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 the block years
2. I have already drawn T.A. for the Leave Travel Concession in respect of a journey performed by me / my wife with \_\_\_\_\_ children. The claim is in respect of the journey performed by my wife / myself with \_\_\_\_\_ children none of whom travelled with the party on the earlier occasion.
3. I have not already drawn T.A. for the Leave Travel Concession in respect of a journey performed by me / my wife with \_\_\_\_\_ children / \_\_\_\_\_ children in respect of the block of two years 20\_\_\_\_\_ and 20\_\_\_\_\_. This claim is in respect of the journey performed by my wife / myself with \_\_\_\_\_ children / \_\_\_\_\_ children one of whom availed of the concession relating to that block.
4. I have already drawn T.A. for the Leave Travel Concession in respect of a journey performed by me in the year \_\_\_\_\_ in respect of block of two years 20\_\_\_\_\_ and 20\_\_\_\_\_. This claim is in respect of journey performed by me in the year 200\_\_\_\_\_. This is against the concession admissible once every year in a prescribed block for visiting home town as all the members of my family is living away from place of work.
5. The journey has been performed by me / my wife with \_\_\_\_\_ children / \_\_\_\_\_ children to the declared home town viz. \_\_\_\_\_
6. That my husband / wife is not employed in Government:

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 two years.

7. Certified that my wife / husband for whom L.T.C. is claimed by me is employed in \_\_\_\_\_ (name of the Public Sector Undertaking / Corporation / Autonomous Body, etc.) which provide Leave Travel Concession facilities but he / she has not preferred and will not prefer any claim in this behalf to his / her employer.
8. Certified 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 by wholly or partly by the Central Government or Local Body, which provides LTC facilities to its employees and their families.

(Signature of the Govt. Servant)