OFFICE OF THE PRINCIPAL DISTRICT & SESSION JUDGE
SOUTH EAST DISTRICT SAKET COURTS DELHI

LEAVE TRAVEL CONCESSION BILL FOR THE BLOCK YEAR_____

Note: This bill should be prepared in duplicate, one for payment and other as office copy.
PART-A (To be filled up by Government Servant)

1. Name : _____
2. Father's/Husband's Name : _____
3. Designation : _____
4. Date of Joining (Permanent) : _____
5. Present Basic Pay & Level : _____
6. Headquarter : _____
7. Nature of Leave : From_____**To**_____
   : CL/EL/ML/SPL.LEAVE/CCL

8. Particular of members of family in respect of whom the Leave Travel Concession has been claimed:

Sr.No	NAME	AGE	Relationship with the Govt. Servant

9. Details of Journey(s) performed by Govt. Servant & the members of his /her family:-

DEPARTURE (Place)		ARRIVAL (Place)	
Date & Time		Date & Time	

Kilo Meter	Mode of Travel & Class of Accommodation used	No. of Fares	Fare Paid

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

Particulars of Journey(s) for which higher class of accommodation that the one to which the Govt.Servant is entitled, was used (sanction number and date to be given)

Name of Place		Mode of Conveyance	Class to which entitled	No. of Fares	Fee Paid
From	To				

12. Particulars of Journey performed by road between places connected by Rail.

Name of Place		Class to which entitled	Rail Fare
From	To		

Certify that:-

1. The information is given above is true to the best of my knowledge and belief.
2. That I am unmarried till now.
3. That my Husband/Wife is not employed in Govt. 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_____.
4. That my Husband/Wife for whom LTC claimed by me is employed in _____(name of the Public Sector Undertaking/Corporation/Autonomous Body, etc) which provided LTC facilities but he/she has not preferred and will not prefer, any claim in this behalf to his/her employer.

Contd.....3

5. That my Husband/Wife for whom LTC is claimed by me is not employed in any Public Sector Undertaking/Corporation/Govt. or a Local Body, which provided LTC facilities to its employees and their families.

Date: **Signature of Govt. Servant**

PART-B (To be filled by the Bill Section)

The Net Entitlement of amount of LTC works out to Rs._____

(Rupees_____as detailed below:-

a) Railway/Air/Steamer/Bus Fare **Rs.**_____

b) Less amount of advance drawn vide
Bill No._____Dated_____(-) **Rs.**_____

Net Amount **Rs.**_____

Expenditure is debit able to _____

Bill Official (Initial)	**Countersigned Controlling Officer**	**Drawing & Disbursing Officer (Signature)**

Certified that the necessary entries have been made in the Service Book of
Sh./Smt./Kum._____ S/B Page No._____

Signature of the Officer Authorized To Attest Entries in the Service Book

CERTIFICATE TO BE GIVEN BY THE CONTROLLING OFFICER
CERTIFIED:-

1. This Sh./Smt/Kum._____has rendered continuous service for one year or more on the date of commencing the outward journey.

2. That necessary entries as required under para-3 of the Ministry of Home Affairs O.M. No 43/1/55 Ests. (a) Part II date 11.10.1956 have been made in service book of Sh./Smt./Kum._____

Signature Designation of Controlling Officer

1. I have not submitted any other claims so far LTC in respect of myself or my family members in respect of the block year 200__& 200__.

2. I have already drawn TA for the LTC in respect of journey performed by me /my wife with_____children. The claim is in the respect of journey performed by my wife/myself with_____children None of whom traveled with the partly the earlier occasion.

3. I have already drawn TA for the LTC in respect of the journey performed by me/my wife with____children/_____children in respect of the block of two years 200___ and 200___. This with____children. None of whom availed of the concession relating that block year.

4. I have already drawn TA for the LTC in respect of a journey performed by me in the year 200__in respect of block of two years 200__and 200__. This claim is in respect of the journey performed by me in the year_____. This is against the concession admissible one every year in a prescribed block for visiting Hometown as all the members of my family are living away from my place of work.

5. The journey has been performed by me/my wife with children(s), declared Hometown Viz. _____.

(SIGNATURE OF GOVT. SERVANT)

Name: _____

Designation: _____

Place of Posting: _____

_____

Emp. Code: _____

List of Enclosures:

1. Please attach a pay slip in support of your basic pay.
2. Please attach Leave Sanction Order, availed by you, if you have not given any separate prior intimation regarding availing LTC/HT.
3. Please attach the sanctioned copy of Station Leave Permission, in case if you have not applied any kind of Leave and also you have not given any separate prior intimation regarding availing LTC/HT.
4. If your spouse is working, please attach a **"NOC"** issued by the office of your spouse to the effect that he/she will not claim this facility from his/her office for the concerned block year.
5. Please append your signatures on all tickets, enclosed by you, and paste them on a plain paper according to your journey. In case of journey by Air, also enclose the boarding passes along with tickets.
6. Please attach a copy of your Medical Card, if you are claiming for any dependent (i.e. brother, sister, mother and father).