

BILL NO

DATE

LEAVE TRAVEL CONCESSION BILL

FOR THE BLOCK/CALENDAR YEAR _____ TO _____

PLACE OF VISIT : _____

NEAREST RAILWAY STATION /BUS STAND : _____

PART - A

(TO BE FILLED BY THE GOVERNMENT SERVANT)

1. Emp. Code _____ 2. Name _____

3. Designation _____ 4. Basic Pay _____

(As on date of
onward journey)

5. Headquarters _____

6. Leave Details

a) Nature of Leave _____ b) Period _____

7. Particulars of members of family in respect of whom the LTC has been claimed

| Sl.No | Name | Age | Relationship |
|-------|------|-----|--------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |

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

| Dep. Date & Place | Arrival Date & Place | Distance (Kms) | Mode of Travel used | Class of Accommodation | No. of fares | Fare Paid | Ticket Nos | Reamrks |
|-------------------|----------------------|----------------|---------------------|------------------------|--------------|-----------|------------|---------|
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

9. Amount of advance, IF ANY DRAWN Rs:- _____

10. 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)

| Date & Place | | Mode of Conveyance | Class to which Entitled | Class by which Traveled | No of fares | Fare Paid | Tickets (Nos) |
|--------------|----|--------------------|-------------------------|-------------------------|-------------|-----------|---------------|
| From | To | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

11. Particulars of Journey(s) performed by the road between places connected by rail:

| Date & Names of places | | Class to which entitled | Fare Paid | Tickets (Nos) |
|------------------------|----|-------------------------|-----------|---------------|
| From | To | | | |
| | | | | |
| | | | | |

Certified that : -

1. The information are 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 had not been availed of by him/her separately for himself/herself or for any of the family members for the concerned block year _____ 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 has 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 Local body, which provides LTC facilities to its employees and their families.
5. That my father/mother/sister/brother is /are fully dependent on me and their income is less than Rs 1500 /- per month and he/she/they is/are residing with me.

Dated : -

Signature of Government Servant

Name _____

Emp.Code _____

Telephone No _____

Intercom No _____

Email _____

CERTIFICATE TO BE GIVEN BY ADMINISTRATION

1.)Certified that necessary entries have been made in the service book of Shri /Smt /Kum

2.) Joint declaration/ certificate received from his/her husband's/ wife's office. He/She will avail LTC and other benefits from this office.

Signature of the Officer Authorised to attest in the service book

PART -B

(To be filled by Bill section)

1. The net entitlement an account of Leave Travel Concession works out Rs _____
Rupees (in words) _____

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

b) Less Amount of advance drawn Rs _____

Vide Bill No _____

Dated _____ Rs _____

Net Amount _____ Rs _____

2. Expenditure is debit able to _____

Major head _____

Sub head _____

Drawing and Disbursing officer
(Signature)

Bill Clerk

Initial

Counter Signed

Signature of the Controlling Officer