**LTC Final bill**

Leave Travel Concession for the Block Year -

**PART – A**

**(To be filled by the Government Servant)**

1. Name:
2. Designation:
3. Pay:
4. Grade Pay:
5. Headquarters: O/o the Principal Accountant General (Audit), Meghalaya,Shillong.
6. Nature and period of leave sanctioned from:

***Particulars of members of family in respect of whom the LTC has been claimed:-***

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No.** | **Name** | **Age** | **Relationship with the Govt. Servant** |
| 1. |  |  |  |
| 2. |  |  |  |

***Details of journey (s) performed by Govt. Servant and members of his/her family:-***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date & Time**  | **From**  | **Date & Time** | **Arrival**  | **Distance in Kms.** | **Mode of Travel &Class of Accommodation**  | **No. of Fares** | **Fare Paid** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Return Journey** |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

Amount of Advance drawn:-

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 by him/her separately or himself/herself for any of the family members for the connected block of ………. Years.*

Signature of the Government Servant

Date:

**PART – B**

**(To be filled in the Bill Section)**

1. The net entitlement on account of Leave Travel Concesssion works out to Rs ………………………
2. Railway Fare/Air Fare/Steamer Fare Rs …………………………….
3. Less amount of Advance drawn vide Bill No ……………………….. dated ………………… Rs ……………

Net Amount Payable: - Rs ……………………….

 The expenditure is debatable to:

 Signature of the D.D.O.

 Passed for payment for Rs \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature of the Controlling Officer.

**EXPENDITURE INCURRED ON ACCOUNT OF TRAVEL DURING LTC -**

This is to certify that I, **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** was incurred an expenditure of *\_\_\_\_\_\_\_* for journey from \_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_ and *\_\_\_\_\_\_\_\_* expenditure for return journey from \_\_\_\_\_\_\_\_\_\_\_to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on account of travel to home town on LTC-\_\_\_\_\_\_\_.

It is also certified that I have not been issued with any receipt on account of payment made towards the above travel from **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** and **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 In this regard, I may be kindly be reimbursed the admissible amount as per the extant rules.

**Fare for public transport for above journey is:**

 Signature:

 Name:

 Designation: