

Leave Travel Concession Bill

For the Block Year _____ to _____

Note : This bill should be prepared in duplicate, one for payment and the other as office copy.

PART – A

[To be filled by the Government Servant]

| | | | | | | | | |
|----|---|--|----------------|--------------------------------------|---------------------|--|-----------------|------------------|
| 1. | Name of Officer / Official | | | | | | | |
| 2. | Designation | | | | | | | |
| 3. | Pay | Rs. | | | | | | |
| 4. | Head Quarter | | | | | | | |
| 5. | Nature and period of leave sanctioned | E. L./C.L./E.O.L./R.H. from : _____ to _____ | | | | | | |
| 6. | Particulars of members of family in respect of whom the LTC has been claimed. | | | | | | | |
| | Sr. No. | Name | 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 Kms. | Mode of travel & Class of Accommo- dation | No. of Fares | Fare Paid Rs. |
| | Date & Time | From | Date & Time | To | | | | |
| | 1. | 2. | 3. | 4. | 5. | 6. | 7. | 8. |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
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| | | | | | | | | |
| | | | | | | | | |
| | Remarks /Ticket Nos | | | | | | | |

| | | | |
|----|------------------------------------|-----|--|
| 8. | Amount of Advance, if any drawn... | Rs. | |
|----|------------------------------------|-----|--|

| 9. Particulars of Journey(s) for which higher class of accommodation than the one which the Government Servant is entitled, was used (Sanction No. & date to be given). | | | | | | |
|---|----|--------------------|-------------------------|-----------------------------------|--------------|-----------------------------|
| Place | | Mode of Conveyance | Class to which entitled | Class by which actually travelled | No. of fares | Fare of the entitled class. |
| From | To | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | | | | | | |
| | | | | | | |
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| 10. Particulars of Journey(s) performed by Road between places connected by Rail. | | | |
|---|----|-------------------------|--------------|
| Name of Place | | Class to which entitled | Railway Fare |
| From | To | | |
| 1 | 2 | 3 | 4 |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Certified that the :

1. Information as given above is true to the best of my knowledge and belief, and
2. The my wife/husband is not employed in Government Service/ that my wife/husband is employed in Government Service and the concession has not been availed of by her/him separately for herself/himself or for any of the family members for the concession block of _____ years.

Signature of the Government Servant

Date _____

PART – B

[To be filled in the Bill Section]

The net entitlement on account of Leave Travel Concession works out to Rs. _____ as detailed below :

(a) **Railway/Air/Bus/Steamer Fares**

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| |
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(b) **Less : Amount of Advance drawn vide**

| |
|--|
| |
|--|

Voucher No.

| |
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Dated

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(c) **The Expenditure is debitable to**

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|--|
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|--|

Account.

Net Amount Rs.

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|--|

Initials of the Bill Clerk

Signature of Drawing & Disbursing Officer

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.**

APPENDIX - I

[Certificate to be given by the Controlling Officer]

Certified that :

1. **Shri/Smt./Kum. _____ has rendered continuous service for one year or more on the date of commencing of outward journey.**
2. **Necessary entries as required under para (52) of the scheme have been made in the Service Book of _____ Shri/Smt./Kum. _____.**
3. **Para 1(6) of MMA O.M. No. 43/1/55.Est.(A).Pt.II dated 11th October, 1956.**

Signature of the Controlling Officer

[Certificate to be given by a Government Servant]

- 1) **I have not submitted any other claim so far for Leave Travel Concession in respect of myself or family members for the Block Year _____.**
- 2) **I have already drawn T.A. for the Leave Travel Concession in respect of a Journey performed by me/with my spouse/ with children. This claim is in respect of the journey performed by my spouse/ myself with my spouse/ and/or children / none of whom travelled with the party on the earlier occasion.**
- 3) **The journey has been performed by me and my spouse with children to the declared "Home Town" / Other than Home Town viz. _____.**
- 4) **That my spouse is not employed in Government Service and the concession has not been availed of by him/her separately for himself/herself or for any other family member of the concerned block of two years.**
- 5) **Certified that my spouse for whom Leave Travel Concession 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 LTC facilities to its employees and their families.**

Signature of the Govt. Servant.