

उप-बिल सं./Sub-Bill No.....

*वर्ष.....से.....के ब्लाक के लिए छुट्टी यात्रा रियायत बिल

Leave Travel Concession Bill for the block of year.....To.....

टिप्पण यह बिल दो प्रतियों में, एक संदाय के लिए और दूसरी कार्यालय प्रति के ले किया जाना चाहिए।

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

भाग - क (सरकारी सेवक द्वारा भरा जाना है)

PART-A (To be filled up by Government servants)

1. नाम/Name.....2. पदनाम/Designation.....

3. वेतन/Pay..... 4. मुख्यालय/Headquarters.....

5.से.....तक मंजूरी की गई छुट्टी की प्रकृति और अवधि

Nature and period of leave sanctioned, from.....to.....

6. कुटुम्ब के सदस्यों को विशिष्टियां, जिसकी वाबत छुट्टी यात्रा रियायत का दावा किया गया है।

Particulars of members of family in respect of whom the L.T.C. has been claimed.

क्रम सं. Sl No.	नाम Name	आयु Age	सरकारी सेवक से सम्बन्ध *Relationship with the Govt. servant
1			
2			
3			
4			
5			
6			

7. सरकारी सेवक और उसके कुटुम्ब के सदस्यों द्वारा की गई यात्रा (यात्राओं) के ब्यौरे।

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

प्रस्थान Departure		आगमन Arrival		दूरी कि. मी. में Distance in Kms.	यात्रा की रीति और स्थान सुविधा का वर्ग, जिसका उपयोग किया गया Mode of travel and class of accommodation used	यात्री भाड़ों की सं. No of Fares	सदत यात्री भाड़ा Fare Paid Rs.	टिप्पण Remarks
तारीख और समय Date & Time	से From	तारीख और समय Date & Time	तक To					

8. लिए गए अग्रिम की रकम, यदि कोई है.....रु.

Amount of Advance, If any drawn Rs.....

9. उस यात्रा /उन/यात्रियों की विशिष्टियां जिसके/जिनके लिए सरकारी सेवक ने उस वर्ग से जिसका हकदार है, उच्चतर वर्ग की स्थान सुविधा का उपयोग किया है।

Particulars of journey(s) for which higher class of accommodation than the one to which the Govt. Servant is entitled, was used (Sanction Number and date to be given).

स्थान Place		वाहन का प्रकार Mode of conveyance	वह वर्ग जिसका हकदार है Class to which entitled	वह वर्ग जिसमें वस्तुतः यात्रा की है Class by which actually travelled	यात्रा भाड़ों की सं. No of fares	सदत यात्री भाड़ा Fare Paid	
से From	तक To					रु. Rs.	पै. P.

Certificates to be given by the government servant

1. I have not submitted any other claim so far Leave Travel concession is respect of myself or my family member in respect of the block of the year 201.....and 201.....
2. I have already drawn T.A. for the Leave Travel concession in respect of a journey preformed 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 journey performed by me/my wife with_____children in respect of the block of two years 20.....and 20.....This claim is in respect of the journey performed by me wife/myself with _____children/_____children none of whom availed of the concession relating to the block.
4. I have already drawn T.A for the Leave Travel Concession in respect of journey performed by me in the year 201..... In the respect of block of the journey performed by me in the year 201.....This as against the concession admissible once every year in a prescribed block for visiting home town as all the members of my family are living away from my place of work
5. The journey has been performed by me/wife with _____children/
Children to the declared home town/Place of visit viz:- _____
6. 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 of by him/her separately for himself/herself or for any of the family members for the
Concerned block of two years.

Place: Kolkata

Date:

Signature of the
Government Servant