

### Application form for grant of LTC advance

<b>1.</b>	Name of the Government Servant			
<b>2.</b>	Designation			
<b>3.</b>	Date of entering the Central Government Service			
<b>4.</b>	PAY + SI + NPA			
<b>5.</b>	Whether permanent or temporary			
<b>6.</b>	Home Town as recorded in the Service Book			
<b>7.</b>	Whether wife / husband is employed and if so whether entitled to LTC			
<b>8.</b>	Whether the concession is to be availed for visiting home town and if so block for which LTC is to be availed.			
<b>9.</b>	(a) If the concession is to visit anywhere in India, the place to be visited. (b) Block for which to be availed.			
<b>10.</b>	Single rail fare/bus fare from the headquarters to home town/place of visit by shortest route.			
<b>11.</b>	Persons in respect of whom LTC is proposed to be availed.			
	<b>S.No</b>	<b>Name</b>	<b>Age</b>	<b>Relationship</b>
	<b>1.</b>			
	<b>2.</b>			
	<b>3.</b>			
	<b>4.</b>			
	<b>5.</b>			
<b>6.</b>				
<b>12.</b>	Amount of advance required.	Rs.		

I declare that the particulars furnished above are true and correct to the best of my knowledge. I undertake to produce the tickets for the outward journey within ten days of receipt of the advance.

In the event of cancellation of the journey or if I fail to produce the tickets within ten days of receipt of advance, I undertake to refund the entire advance in one lump sum.

**Date**

**Signature of Government Servant.**

**G.A.R. 14-C**

Sub Bill No. \_\_\_\_\_

**LEAVE TRAVEL CONCESSION BILL FOR THE BLOCK OF YEAR \_\_\_\_\_ TO \_\_\_\_\_**

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

**PART – A (To be filled up by Government Servant)**

<b>1.</b>	Name of the Government Servant								
<b>2.</b>	Designation								
<b>3.</b>	PAY + SI + NPA								
<b>4.</b>	Headquarters								
<b>5.</b>	Nature and period of leave sanctioned			<b>From</b>					
				<b>To</b>					
<b>6.</b>	Particulars of members of family in respect of whom the L.T.C. has been claimed.								
	<b>S. No.</b>	<b>Name (s)</b>		<b>Age</b>	<b>Relationship with the Government Servant</b>				
	<b>1.</b>								
	<b>2.</b>								
	<b>3.</b>								
	<b>4.</b>								
	<b>5.</b>								
	<b>6.</b>								
<b>7.</b>	Details of journey (s) performed by Government servant and the members of his/her family.								
	<b>Departure</b>		<b>Arrival</b>		<b>Distance in Kms</b>	<b>Mode of Travel &amp; class of accommodation used</b>	<b>No of fares</b>	<b>Fair paid</b>	<b>Remarks</b>
	<b>Date &amp; Time</b>	<b>From</b>	<b>Date &amp; Time</b>	<b>To</b>					
<b>8.</b>	Amount of advance, if any, drawn Rs.								

<b>9.</b>	Particulars of journey (s) for which higher class of accommodation than the one to which the Government servant is entitled was used. (Sanction No. & Date to be given.)						
<b>Place</b>		<b>Mode of conveyance</b>	<b>Class to which entitled.</b>	<b>Class by which actually travelled</b>	<b>No of Fares</b>	<b>Fare paid</b>	
<b>From</b>	<b>To</b>					<b>Rs.</b>	<b>P.</b>
<b>10.</b>	Particulars of journey (s) performed by road between places connected by rail						
Nature of Place			Class to which entitled	Rail fare			
From	To			Rs.	P.		

**Certified that the:-**

- Information, as given above is true to the best of my knowledge and belief; and
- 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 or himself/herself or for any of the family members of the concerned block of \_\_\_\_\_ Years.

**Date** \_\_\_\_\_

**Signature of Government Servant**

**Part – B ( to be filled in the Bill Section )**

**1.** The net entitlement on account of leave travel concession works out to Rs. \_\_\_\_\_ as detailed below:-

- |     |  |           |
|-----|--|-----------|
| (a) | Railway/Air/Bus/Steamer fare                                   | Rs. _____ |
| (b) | Less amount of advance drawn vide Voucher No _____ dated _____ | Rs. _____ |

Net Amount	Rs. _____
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**2.** The expenditure is debitable to

**Initial of Bill Clerk**

**Signature of Drawing & Disbursing Officer**

**Counter signed**

Certified that necessary entries have been made in the Service Book of  
Shri/Shrimati/Miss\_\_\_\_\_ **Signature of Controlling Officer**

**Signature of the officer authorized to attest  
entries in the Service Book.**

**Passed for Rs.....Rupees.....**  
.....

**Signature of Controlling Officer**

**FOR USE IN ACCOUNTS BRANCH / PAY AND ACCOUNTS OFFICE**

**VOUCHER NO.....DATED.....**

**Pay Rs.....Rupees.....**  
**Vide Cheque No.....dated.....**

**Signature of the Drawing and Disbursing Officer**

**LTC CERTIFICATE  
CERTIFICATES TO BE GIVEN BY THE CONTROLLING OFFICER**

**Certified :**

- (i) that Shri/Shrimati/Kumari (Name of the Govt. Servant).....  
Has rendered continuous service for one year or more on the date of commencing the outward journey.
- (ii) that necessary entries as required under para 3 of the Ministry of Home Affairs O.M. No.43/1/55-Ests.(A)  
Part II dated 11<sup>th</sup> October, 1956 have made in the Service book of Shri/Shrimati/Kumari  
.....

**Signature & Designation of the Controlling Officer**

**CERTIFICAT TO BE GIVEN BY THE GOVT. SERVANT**

1. I have not submitted any other claim so for Leave Travel Concession in respect of myself or my family members in r/o the block of the years.....and.....
2. I have already drawn TA for the Leave Travel Concession in respect of journey performed by me/my wife with.....children. The claim is in respect to the journey performed by my wife/myself with .....children none of whom traveled with the party on the earlier occasion.
3. I have not already drawn TA for the Leave Travel Concession in respect of a journey performed by me/my wife with.....children/.....children in respect of the block of two years.....and .....This claim is in respect of the journey performed by my wife with.....children/.....children none of whom availed of the concession relating to that block.
4. I have already drawn TA for the Leave Travel Concession in r/o a journey performed by me in the year.....in r/o of block of two years.....and..... This claim is in r/o of the journey performed by me in the year.....This is 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 place of work.
5. The journey has been performed by me/my wife.....children/.....children to the declare home town viz.....
6. That my husband/wife is not employed in Government.  
  
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.
7. Certified that my wife/husband for whom L.T.C. 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 from his/her employer.
8. Certified that my wife/husband for whom L.T.C. is claimed by me is not employed in any Public Sector Undertaking/Corporation/Autonomous body financed wholly or partly owned by the Central Government Local Body which provides L.T.C facilities to its employees and their families.

**Signature of Government Servant**

### CONVEYANCE HIRE CLAIM

<b>1.</b>	<b>Name of the Government Servant</b>						
<b>2.</b>	<b>Designation</b>						
<b>3.</b>	<b>Officer / Section to which attached</b>						
<b>4.</b>	<b>Department Name</b>						
<b>10.</b>	<b>Particulars of journey for which conveyance is claimed.</b>						
<b>Date of Journey &amp; time</b>		<b>Particulars</b>		<b>Mode of conveyance</b>	<b>Distance in Kms</b>	<b>Purpose of Journey</b>	<b>Amount Spent in Rs.</b>
<b>Date</b>	<b>Time</b>	<b>From</b>	<b>To</b>				
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>

**Note:-** In case of Taxi / Scooter hire the Registration No of the vehicle should be quoted and fare receipt be enclosed.

Date \_\_\_\_\_

Signature of the Claimant \_\_\_\_\_

Name and Designation of the Claimant \_\_\_\_\_

