

Leave Travel Concession Bill

For the Block of Year Click or tap here to enter text. To Click or tap here to enter text.

Note: - This should be prepared in duplicate - One for payment and other as office copy

PART-A

(To be filled up by the Government Servant)

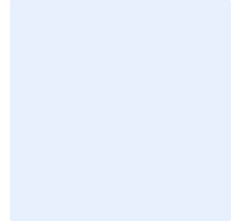
1	Name	:	Click or tap here to enter text.						
2	Designation	:	Click or tap here to enter text.						
3	Pay	:	Click or tap here to enter text.						
4	Headquarters	:	Click or tap here to enter text.						
5	Nature and period of leave sanction from Earned Leave(EL) <u>Click or tap here to enter text.</u>								
	to <u>Click or tap here to enter text.</u>								
6	Particulars of members of family in respect of whom the L.T.C. has been claimed:								
	S.No (1)	Name (2)	Age (3)	Relationship with Govt. Servant (4)					
	1	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.					
	2	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.					
	3	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.					
	4	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.					
7	Details of Journey(s) performed by Government Servant and the members of his / her family:								
	D E P A R T U R E		A R R I V A L		Distance in Kms. (5)	Mode of travel and class of accommo- dation used (6)	No. of fares (7)	Fare paid (Rs.) (8)	Remarks (9)
	Date and time (1)	From (2)	Date and time (3)	To (4)					
	Onward								

9	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):						
	P L A C E S		Mode of conveyance	Class to which entitled	Class to which actually travelled	No. of Fares	Fare paid (Rs.)
	From	To					
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
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Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	
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10	Particulars of Journey(s) performed by Road between places connected by Rail:-						
	NAME OF PLACE			Class to which entitled	Fare Paid (Rs.)		
	From	To	(3)				
	(1)	(2)	(3)	(4)			
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Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.				

CERTIFIED that the :-

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 the 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 for any of the family members for the concerned Block of [Click or tap here to enter text.](#) To [Click or tap here to enter text.](#)years.

[Click or tap here to enter text.](#)



(Signature of Government Servant)

Dated:

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 : **Rs.**

Voucher No. _____

dated _____

Net Amount : Rs.

2. The expenditure is debitable to

Initials of Bill Clerk

(Signature of Drawing & Disbursing Officer)

COUNTERSIGNED

(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)

FOR USE IN PAY AND ACCOUNTS OFFICE

Passed for payment of Rs. (Rupees To
..... (D.D.O) by designation/vide details given in he bill) by
..... Cheque / bank draft at After disallowing Rs..... (for
reason to be communicated). No. and date of cheque delivered.

J.A.O
Post check of vouchers received from
Cheque drawing D.DO.'s
Admitted Rs.
With brief reasons)

P.A.O
Post check of per-checked vouchers
Objected Rs.

J.A.O.

P.A.O.

J.A.O

P.A.O.

Note : 1. Claims for journeys on tour and transfer should be grouped and shown separately in consolidated bill, L.T.C. claims are to be drawn on separate bills these payments are chargeable to the head salaries.

2. Objection, if any on individual claims be got settled by personal contacts on hone or otherwise as far as possible, in cases where delay is anticipated the effected claim may be ignored and the bill passed for payment in respect of other claims found order

CERTIFICATES TO BE GIVEN BY THE CONTROLLING OFFICER

- (i) that Shri/ Smt./ Kumari _____ has rendered continuous service for one year or more on the date of commencing outward Journey.
- (ii) that necessary entries as required under 3 of the Ministry of Home Affairs O.M. No. 43/1/55-Ests(A) Part II dated 11th October, 1956 have been made in the Service Book of Shri / Smt./ Kumari _____

(Signature & Designation of the Controlling Officer)

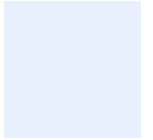
CERTIFICATE TO BE GIVEN BY THE GOVT. SERVANT

1. I have not submitted any other claim so far for Leave Travel Concession in respect of myself or my family members in respect of the block years
2. I have already drawn T.A. for the Leave Travel Concession in respect of a journey performed 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 a journey performed by me / my wife with _____ children / _____ children in respect of the block of two years 20 _____ and 20 _____. This claim is in respect of the journey performed by my wife / myself with _____ children / _____ children one of whom availed of the concession relating to that block.
4. I have already drawn T.A. for the Leave Travel Concession in respect of a journey performed by me in the year _____ in respect of block of two years 20 _____ and 20 _____. This claim is in respect of journey performed by me in the year 200 _____. This is against the concession admissible once every year in a prescribed block for visiting home town as all the members of my family is living away from place of work.
5. The journey has been performed by me / my wife with _____ children / _____ children to the declared 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 provide Leave Travel Concession facilities but he / she has not preferred and will not prefer any claim in this behalf to 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 by wholly or partly by the Central Government or Local Body, which provides LTC facilities to its employees and their families.



(Signature of the Govt. Servant)