

**LEAVE TRAVEL CONCESSION BILL**

**For the Block of years ..... 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)**

1. Name:..... 2. Designation:.....  
 3. Pay :..... 4. Headquarters :.....  
 5. Nature and period of leave sanctioned:

Nature of leave ..... from ..... to .....

6. Particulars of members of family in respect of whom the LTC has been claimed

Sl no	Name (s)	Age	Relationship with the Government servant
1.			
2.			
3.			
4.			
5.			

7. Details of journey (s) performed by Government servant and members of his/her family.

Departure		Arrival		Distance in kms.	Mode of Travel & class of accomodation used	No. of fare	Fare paid		Remarks
Date and Time	From	Date and Time	To				Rs.	P	

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

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. & Date to be given)

Place		Mode of conveyance	Class which entitled	Class which actually traveled	No. of fares	Fair paid	
From	To					Rs.	P

10. Particulars of journey(s) performed by road between places connected by rail.

Name of Place		Class to which entitled	Rail fare	
From	To		Rs.	P.

Certified that the ó

- 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 for the concerned blocks of í í í í Years.

Signature of Government servant

Date: í í í í í í í í í í

PART B

[ To be filled in by the Bill Section]

- The net entitlement on account of leave travel concession works out to Rs í í í í í í .

(Rupees í )

as detailed below-

Rs P.

(a) Railway/Air/Bus/Steamer fare í í .. í í í . í í í í í í

(b) Less amount of advance drawn vide

Vr. Noí í í .. dated í í í í í í í í í í í í


Net amount í .

Rounded off í í

- The expenditure is debitable to í

Bill Clerk  
(initial)

Countersigned

Drawing and Disbursing Officer  
(Signature)

Controlling Officer

(Signature)

Certified that necessary entries have been made in the Service Book of

Shri/Smt/Km í .

(Signature of the Officer authorized  
to attest entries in the Service Book)

**CERTIFICATES TO BE GIVEN BY THE GOVERNMENT 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 of two years 20í í í .. and 20í í í .
2. I have already drawn TA for the Leave Travel Concession in respect of a journey performed by me/my wife with í í í í í children. This claim is in respect of the journey performed by my wife/myself with í í í í . children none of whom traveled with the party on the earlier occasion.
3. The journey has been performed by me/my wife with children to the declared -home townø viz í í í í í í í í í í
4. *That my husband/wife is not employed in Government service.*
5. The information as given above is true to the best of my knowledge and belief;
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 years í í í í í í to í í í í í í ..;
7. That my husband/wife for whom LTC is claimed by me is employed in í í í í í . (name of the Public Sector Undertaking/Corporation/Autonomous Body, etc.), which provides Leave Travel Concession facilities but he/she not preferred and will not prefer, any claim in this behalf to his/her employer; and
8. That my wife/husband for whom LTC 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.

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 any of the family members for the concerned block of two years.

Signature of the Government Servant

