

Sub Bill No. _____

No. 04

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.		
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 Accommodation	No. of Fares	Fare Paid Rs.
Date & Time	From	Date & Time	To				
1.	2.	3.	4.	5.	6.	7.	8.
Remarks /Ticket Nos							

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

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 :

- Information as given above is true to the best of my knowledge and belief, and**
- 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 _____

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

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Voucher No.

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Dated

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

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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.