

Leave Travel concession Bill

For the Block year 2013-14 . To 2014-15 ..

Ref: LTC sanction order no 1234567890 dt 10/10/2013 ...

(Copy to be enclosed)

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

PART-A

(To be filled up by Govt.Servant)

1. Name
2. Designation
3. Pay
4. Head-quarters
5. Nature and period of leave sanctioned. Form 1234567890 ..To 1234567890 ..
6. Period of Journey/ Performed :
7. Particulars of member of family in respect of whom L.T.C. has been claimed.

Sl. No.	Name	Age	Relationship with the Govt.Servant
(1)	(2)	(3)	(4)
1			
2			
3			
4			
5			
6			
7			

8. Details of journey(s) performed by Govt.Servant and the members of his/her family

Departure		Arrival		Distance in Kms (5)	Mode of Travel and class of accommodation used (6)	Fare Paid			Remarks (9)
Date and Time (1)	From (2)	Date and Time (3)	To (4)			Fares (7)	No.of Rs. (8)	p	

9. Amount of Advance (drawn if any) Rs.

10. Particulars of Journey(s) for which higher class of Accommodation than the one to which the Govt. Servant is entitled, was used (Sanction No. and Due to be given)

Place		Mode of Conveyance 3	Class by which entitled 4	Class to which actually travelled 5	No. of Fares 6	Fare Paid	
From 1	To 2					Rs. 7	P.

11. Particulars of journey(s) performed by Road between places connected by Rail.

NAME OF PLACE		Class to which entitled 3	Fare Paid	
From 1	To 2		Rs. 4	P.

Certificate 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 Govt. service/that my husband/wife is employed in Govt. 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 00 00 00 00 00 years.

Signature of the Govt. Servant

Dated 00 00 00 00 00 ..

PART - B
(To be filled in the Fill Section)

1. The net entitlement on account of Leave travel concession work out of 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 _____

2. The expenditure is debitable to _____

Initials of bill Clerk

Signature of Drawing & Disbursing Officer

COUNTERSIGNED

Signature of Controlling Officer

Certified the necessary entries have been made in the service Book of
Shri/Shrimati/Miss _____

Signature of the Officer Authority
To attest entries in the service Book