From T.R.-25

GAR-14-C **Central**

Sub-Bill **Sub-Bill No**……………

LTC

**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 in by the Government Servant}

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| S.No. | Particular | | | | | | | | | | | | | | | | | |
| **1.** | Name | | | | | |  | | | | | | | | | | | |
| **2.** | Designation | | | | | |  | | | | | | | | | | | |
| **3.** | Scale of Pay | | | | | |  | | | | | | | | | | | |
| **4.** | Headquarters | | | | | |  | | | | | | | | | | | |
| **5.** | Nature of leave | | | | | | ……………………… from ……………….. To…….….……… | | | | | | | | | | | |
| **6.** | Particulars of members of family in respect of whom the LTC has been claimed | | | | | |  | | | | | | | | | | | |
| S.No. | Name(s) | | | | | | | Age | | | Relation with the Government Servant | | | | | | | |
| 1. |  | | | | | | |  | | |  | | | | | | | |
| 2. |  | | | | | | |  | | |  | | | | | | | |
| 3. |  | | | | | | |  | | |  | | | | | | | |
| 4. |  | | | | | | |  | | |  | | | | | | | |
| 5. |  | | | | | | |  | | |  | | | | | | | |
| 6. |  | | | | | | |  | | |  | | | | | | | |
| **7.** | Details of journeys(s) performed by Government Servant and the members of his/her family: | | | | | | | | | | | | | | | | | |
| S.No. | Departure | Arrival | Distance in Km | | Mode of travel | | | | Class of Accommodation used | | | No. of fares | | Fares paid | | | Remarks | |
| Rs. | P. | |
| 1. |  |  |  | |  | | | |  | | |  | |  |  | |  | |
| 2. |  |  |  | |  | | | |  | | |  | |  |  | |  | |
| 3. |  |  |  | |  | | | |  | | |  | |  |  | |  | |
| **8.** | Amount of advance, if any, drawn | | | | | | Rs. ……………………………………. | | | | | | | | | | | |
| **9.** | Particulars of journey(s) for which higher class f accommodation than the one to which the Government Servant is entitled, was used (Sanction No. and date to be given): | | | | | | | | | | | | | | | | | |
| S.No. | Place | | Mode of Conveyance | | | Class to which entitled | | | | Class by which actually travelled | | | No. of fares | | | Fares paid | | |
| From | To | Rs. | | P |
| 1. |  |  |  | | |  | | | |  | | |  | | |  | |  |
| 2. |  |  |  | | |  | | | |  | | |  | | |  | |  |
| 3. |  |  |  | | |  | | | |  | | |  | | |  | |  |
|  |  |  |  | | |  | | | |  | | |  | | |  | |  |
| **10.** | Particulars of journey(s) performed by road between places connected by rail: | | | | | | | | | | | | | | | | | |
| S.No. | Name of Place | | | | | | | | | Class to which entitled | | | | | | Fares paid | | |
| From | | | To | | | | | | Rs. | | P |
| 1. |  | | |  | | | | | |  | | | | | |  | |  |
| 2. |  | | |  | | | | | |  | | | | | |  | |  |
| 3. |  | | |  | | | | | |  | | | | | |  | |  |

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**Certified that:**

1. The information as given above is true to the best of my knowledge and belief:

2. That my husband/wife is not employed in Government Servant/that my husband/wife is employed in Government Service and the concession has not been availed by him/her separately for himself/herself or for any of the family members for the concerned block of years………………………. to…….…………………

3. That my husband/wife for whom L.T.C. is claimed by me is employed in …………………………………. (name of the Public Sector Undertaking/Corporation/Autonomous Body, etc..) which provided Leave Travel Concession facilities but he/she not preferred and will not prefer, any claim in his behalf to his/her employer and

4. 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 by the Central Government or a Local Body, which provided L.T.C. facilities to its employees and their families.

Date: …………………….

**Signature of Government Servant**

**PART-B**

[To be filled in by the Government Servant}

1. The net entitlement on account of Leave Travel Concession works out to Rs. ………………………………….. (Rupees………………………………………………………………………………..……..) only as detailed below:

|  |  |  |  |
| --- | --- | --- | --- |
| S.No. | Particular | Rupees | Paise |
| (a) | Railway/Air/Bus/Steamer fare |  |  |
| (b) | Less amount of advance drawn vide Vr. No. …………….dated |  |  |
|  |  |  |  |
| 2. | The expenditure is debitable to …………………………………………….. **Net Amount** | |  |  |

**Bill Clerk**

**(initial)**

**Drawing & Disbursing Officer**

**(Signature)**

**Countersigned**

**Controlling Officer**

**(Signature)**

Certified that necessary entries have been made in the Service Book of Shri/Smt./Km. ……………………………………………………………………………………………………………………………………..

**(Signature of the Officer authorized**

**To attest entries in the Service Book)**