

# LEAVE TRAVEL CONCESSION BILL

For the Block of year \_\_\_\_\_ 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 )

1. Name \_\_\_\_\_
2. Designation \_\_\_\_\_
3. Pay \_\_\_\_\_
4. Headquarters \_\_\_\_\_

5. Nature and period of leave sanctioned.

**Nature of leave** \_\_\_\_\_ **From** \_\_\_\_\_ **To** \_\_\_\_\_

**Particulars of members of family in respect of whom the Leave Travel Concession has been claimed :**

[illegible]

( 2 )

**Details of journey(s) performed by Government servant and the members of his/her family :**

[illegible]

Amount of advance, if any, drawn vide Voucher No. \_\_\_\_\_ dated \_\_\_\_\_ Rs. \_\_\_\_\_

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 be given) :

[illegible]

( 3 )

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

Name of place		Class to which entitled	Rail fare	
From	To		Rs.	Ps.

**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 service/that my husband / wife is employed in Government service and the concession has not been availed of by him / her separated 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 provides Leave Travel Concession but he / she has not preferred, and will not prefer any claim in this 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 L. T. C. facilities to its employees and their families.

Signature of Government servant

( To be filled in by the bill section )

The net entitlement account of leave travel concession works out to Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ )  
as detailed below —

(a) Railway / Air / Bus / Streamer fare \_\_\_\_\_

(b) Less amount of advance drawn vide Voucher No. \_\_\_\_\_ dated \_\_\_\_\_

Net amount

Rs.	Ps.

2. The expenditure is debitable to \_\_\_\_\_

Bill initial Clerk

COUNTERSIGNED

CANTONMENT EXECUTIVE OFFICER, KIRKEE

Chief Accountant / Account

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

Signature of the Officer  
authorised to attest entries  
in the Service book