Bill No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **GAR-14-C**

**Leave Travel Concession Bill**

**For the Block of Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Note: -** This should be prepared in duplicate – One for payment and other as office copy

**PART-A**

(To be filled up by the Government Servant)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Name | | | | | **:** |  | | | | | | |
| 2 | Designation | | | | | **:** |  | | | | | | |
| 3 | Pay | | | | | **:** |  | | | | | | |
| 4 | Headquarters | | | | | **:** |  | | | | | | |
| 5 | Nature and period of leave sanction from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | |
| 6 | **Particulars of members of family in respect of whom the L.T.C. has been claimed:** | | | | | | | | | | | | |
| S.No | Name | | | | | | | Age | | Relationship with Govt. Servant | | |
| **(1)** | **(2)** | | | | | | | **(3)** | | **(4)** | | |
| 1 |  | | | | | | |  | |  | | |
| 2 |  | | | | | | |  | |  | | |
| 3 |  | | | | | | |  | |  | | |
| 4 |  | | | | | | |  | |  | | |
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| 6 |  | | | | | | |  | |  | | |
| 7 |  | | | | | | |  | |  | | |
| 7 | **Details of Journey(s) performed by Government Servant and the members of his / her family:** | | | | | | | | | | | | |
| **D E P A R T U R E** | | | | **A R R I V A L** | | Distance in Kms. | | Mode of  travel and  class of accommo-  dation used | | No. of fares | | Fare paid  (Rs.) | Remarks |
| Date and time | | | From | Date and time | To |
| **(1)** | | | **(2)** | **(3)** | **(4)** | **(5)** | | **(6)** | | **(7)** | | **(8)** | **(9)** |
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| 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 to which the Government Servant is entitled, was used (Sanction No. and date to be given):** | | | | | | | | | |
| **P L A C E S** | | | Mode of conveyance | Class to which entitled | | Class to which actually travelled | No. of Fares | | Fare paid  (Rs.) |
| From | To | |
| **(1)** | **(2)** | | **(3)** | **(4)** | | **(5)** | **(6)** | | **(7)** |
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| 10 | **Particulars of Journey(s) performed by Road between places connected by Rail:-** | | | | | | | | | |
| **NAME OF PLACE** | | | | | Class to which entitled | | | Fare Paid  (Rs.) | |
| From | | To | | |
| **(1)** | | **(2)** | | | **(3)** | | | **(4)** | |
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**CERTIFIED 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 the 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 for any of the family members for the concerned Block of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ years.

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|  | (Signature of Government Servant) |
|  | Dated: |

**PART-B**

(To be filled in the Bill Section)

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| 1. | The net entitlement on account of Leave Travel Concession works out to **Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** as detailed below:- | | | |
| (a) | Railway / Air / Bus / Steamer fare | **:** | **Rs.** |
| (b) | Less:- Amount of advance drawn vide  Voucher No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **:** | **Rs.** |
| **Net Amount** | | **:** | **Rs.** |
| 2. | The expenditure is debitable to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |

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| Initials of Bill Clerk | (Signature of Drawing & Disbursing Officer) |
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|  | **COUNTERSIGNED** |
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|  |  |
|  | (Signature of Controlling Officer) |

**CERTIFIED THAT** necessary entries have been made in the Service Book of

Shri / Smt./ Miss\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  | (Signature of the officer authorised to attest entries in the Service Book) |

**L.T.C. CERTIFICATE**

**CERTIFICATES TO BE GIVEN BY THE CONTROLLING OFFICER**

(i)that Shri/ Smt./ Kumari \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has rendered continuous service for one year or more on the date of commencing outward Journey.

(ii) that necessary entries as required under 3 of the Ministry of Home Affairs O.M. No. 43/1/55-Ests(A) Part II dated 11th October, 1956 have been made in the Service Book of Shri / Smt./ Kumari \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  | (Signature & Designation of the Controlling Officer ) |

**CERTIFICATE TO BE GIVEN BY THE GOVT. 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 years

2. I have already drawn T.A. for the Leave Travel Concession in respect of a journey performed by me / my wife with \_\_\_\_\_\_\_\_\_ children. The claim is in respect of the journey performed by my wife / myself with \_\_\_\_\_\_\_\_ children none of whom travelled with the party on the earlier occasion.

3. I have not already drawn T.A. for the Leave Travel Concession in respect of a journey performed by me / my wife with \_\_\_\_\_\_\_\_\_\_\_ children / \_\_\_\_\_\_\_\_children in respect of the block of two years 20\_\_\_\_\_\_\_ and 20\_\_\_\_\_\_\_\_. This clam is in respect of the journey performed by my wife / myself with \_\_\_\_\_\_\_ children / \_\_\_\_\_\_\_\_\_ children one of whom availed of the concession relating to that block.

4. I have already drawn T.A. for the Leave Travel Concession in respect of a journey performed by me in the year \_\_\_\_\_\_\_\_\_\_\_\_\_ in respect of block of two years 20\_\_\_\_\_\_\_\_\_ and 20\_\_\_\_\_\_\_\_\_. This claim is in respect of journey performed by me in the year 200\_\_\_\_\_\_\_\_\_\_. This is against the concession admissible once every year in a prescribed block for visiting home town as all the members of my family is living away from place of work.

5. The journey has been performed by me / my wife with \_\_\_\_\_ children / \_\_\_\_\_\_ children to the declared home town viz.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. That my husband / wife is not employed in Government:

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 two years.

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

8. Certified 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 by wholly or partly by the Central Government or Local Body, which provides LTC facilities to its employees and their families.

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| --- | --- |
|  | **(Signature of the Govt. Servant)** |