LEAVE TRAVEL CONCESSION BILL
for the block of Year

1. Name
2. Designation
3. Pay
4. Head-quarters
5. Nature and period of leave sanctioned
6. Particulars of members of family in respect of whom the L.T.C. has been claimed

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name</th>
<th>Age</th>
<th>Relationship with the Government servant</th>
</tr>
</thead>
</table>

7. Details of journey (s) performed by the Government servants and the members of his/her family.

<table>
<thead>
<tr>
<th>Departure Date &amp; time</th>
<th>Arrival Date &amp; time</th>
<th>Distance in Kms.</th>
<th>Mode of Travel &amp; Class of Accommodation used</th>
<th>No. of fares</th>
<th>Fare Paid</th>
<th>Remarks</th>
</tr>
</thead>
</table>
8. लो गई अवधि को राशि पद कोई है
   Amount of advance, if any drawn
   रुपये
   Rs. ................................

9. उस/उन यात्राओं/यात्राओं की विस्तारित जिनके लिए सरकारी सेवक ने उस श्रेणी से, जिसका यह हकदार है, उच्चतम श्रेणी में यात्रा-सुविधा का उपयोग किया है।
   Particulars of journey(s) for which higher class of accommodation that the one to which the Government servant is entitled, was used. (Sanctioned No. & Date to be given).

<table>
<thead>
<tr>
<th>नाम</th>
<th>वाहन का प्रकार</th>
<th>वह श्रेणी जिसके लिए हकदार है</th>
<th>वह श्रेणी जिसमें वास्तव में यात्रा को है</th>
<th>यात्रा की संख्या</th>
<th>संख्या भारद्वाज</th>
</tr>
</thead>
<tbody>
<tr>
<td>से</td>
<td>To</td>
<td>From</td>
<td>To</td>
<td>No. of fares</td>
<td>Rs. P.</td>
</tr>
<tr>
<td>Place</td>
<td>Conveyance</td>
<td>Class to which entitled</td>
<td>Class by which actually travelled</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

10. रेल से चुड़े स्थानों के बीच सड़क से की गई यात्रा (यात्राओं) की विस्तारित
   Particulars of journey(s) performed by Road between places connected by rail.

<table>
<thead>
<tr>
<th>स्थान का नाम</th>
<th>वह श्रेणी जिसके लिए हकदार है</th>
<th>रेल भारद्वाज</th>
</tr>
</thead>
<tbody>
<tr>
<td>से</td>
<td>To</td>
<td>Name of Place</td>
</tr>
<tr>
<td>From</td>
<td>To</td>
<td>Rail Fare Rs.</td>
</tr>
<tr>
<td>Class of which entitled</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

यह प्रमाणित किया जाता है कि :-
Certified that the

1. उपेक्षा जातकारी मेरे संवेदन ज्ञात और विश्वास के अनुसार सत्य है; और
   Information, as given above is true to the best of my knowledge and belief and

2. मेरे/मेरी पति/पत्नी सरकारी सेवक मे नियोजित नहीं है। मेरे/मेरी पति/पत्नी सरकारी सेवक मे नियोजित है, और अपने नियोजन का उपभोग अत्यन्त से या स्वयं के लिए या कूदम के किसी भी सदस्य के लिए संबंधित........................................... क्षण वर्ष के लिए नहीं किया गया है।
   That my husband/wife is not employed in Government service/that my husband/wife is employed in Government service and the concession has been availed of him/her separately or himself or for any of the family members for the concerned block of_________year.

तारीख
Dated......................

सरकारी सेवक के हस्ताक्षर
Signature of Government Servant
PART-B (To be filled in the Bill Section)

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 vouher No. ___________ Dated ___________

Rs. ___________

Net amount Rs. ___________

2. The expenditure is debitable to Initials of Bill Clerk

आहरण और संबंधित अधिकारी के हस्ताक्षर

Signature of Drawing & Disbursing Officer

Countersigned

निर्यंत्र अधिकारी के हस्ताक्षर

Signature of Controlling Officer.

Certified that necessary entries have been made in the Service Book of Shri/Shrimati/Miss. ___________
L.T.C CERTIFICATE
CERTIFICATE TO BE GIVEN BY THE CONTROLLING OFFICER

Certified that:

(i) That Shri/ Smt/ Kumari _______________ has rendered continuous service for one year or more on the date of commencing the outward journey.

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

Signature and Designation of the Controlling Officer.

Certificate to be given by the Government 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 of the years 200 _______ and 200_______.

2. I have already drawn T.A. for the Leave Travel Concession in respect of the journey performed by me / my wife with ___________ children (Age……………………………..). This claim is in respect of the journey performed by my wife/ myself with ___________ children none of whom traveled with the party on the earlier occasion.

3. I have not already drawn T.A. for the Leave Travel Concession in respect of journey performed by me / my wife with ___________ children / ___________ children in respect of the block of two years 20 _______ and 20________. This claim is in respect of the journey performed by my wife/ myself with ___________ children / children ___________ none 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, 20_______ in respect of block of two years 20_______ and 20_______. This claim is in respect of the journey performed by me in the year 20_______. This is against the concession admissible once every year in a prescribed block for visiting home town as all the members of my family are living away from my place of work.

5. The journey has been performed by me/ my wife ___ children to the declared home town viz. _____________.

6. 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 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 LTC is claimed by me is employed in _______________ (name of the public sector undertaking/ corporation/ autonomous bodies, etc.), which provides 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 LTC 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. Order Nos. 10 and 25.

Signature of the Government Servant