

G.A.R. 14-C

Sub Bill No. -----

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 up by Government Servent)

1. Name of the Government Servent :
2. Designation :
3. Pay :
4. Headquarters :
5. Nature and period of leave sanctioned :

6. Particulars of members of family in respect of whom the L.T.C. has been claimed.

Sl No	Name(s)	Age	Relationship with the Govt. Servent

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

Departure		Arrival		Distance (Km)	Mode of travel & class of accommodation used	No of fares	Fair paid	Remarks
Date & time	From	Date & time	To					

8. Amount of advance, if any, drawn : Rs. -----

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. & Date to be given.)

Place		Mode of conveyance	Class in which entitled	Class by which actually travelled	No of fares	Fare paid	
						Rs.	P.

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

Nature of place		Class to which entitled	Rail fare	
From	To		Rs.	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 Government service/ that my husband/wife is employed in government service and the concession has not been available of by him/her separately or himself/herself or for any of the family members of the concerned block of ----- Years.

Date: -----

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

Chq./Voucher No ----- dated -----Rs. -----

Net amount Rs. -----

2. The expenditure is debit to

Initial of Bill Clerk

Signature of Drawing & Disbursing Officer

Countersigned

Signature of the Controlling Officer

Certificate that necessary entries have been made in the Service Book of Shri/Shrimati/Miss -----

Signature of the Officer authorized to attest entries in the Service Book.

Passed for Rs. -----/- (Rupees -----) only.

Drawing & Disbursing Officer

FOR USE IN ACCOUNTS BRANCH/ PAY AND ACCOUNTS OFFICE

Voucher No. ----- Dated -----
Pay Rs. ----- Vide Cheque No. ----- dated -----

Asstt. Fin. & Accounts Officer

ANNEXURE-B
(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 of ----- years 20 ----- to 20 -----
2. I have already drawn travelling allowance for the leave travel concession in respect of a journey performed by me/my wife with ----- children/ ----- children. This claim is in respect of journey performed by my wife/ myself with ----- children/ ----- children none of whom travelled with the party on the earlier occasion.
3. I have not already drawn travelling allowance for the leave concession in respect of journey performed by me/my wife with ----- children in respect of the block of ----- years 20 - ----- to 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 the block.
4. I have already drawn travelling allowance in respect of a journey performed by me in the year 20 - ----- to 20 ----- in respect of block of ----- years 20 ----- to 20 ----- and 20 ----- to 20 ----- . This claim is in respect of the journey performed by me in the year 20 ----- to 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 with ----- children/ ----- 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 him/her separately for himself/herself or for any of the family members for the concerned block of ----- years.

Date: -----

Signature of the Govt. servant