

उप बिल सं.
Sub Bill No. -----

वर्ष के ब्लॉक के लिए छुट्टी यात्रा रियायत बिल
LEAVE TRAVEL CONCESSION BILL
FOR THE BLOCK OF YEAR

जी.ए.आर. 14-ग
G.A.R. 14-C
(See Rule 66 (1) & 90 (1)(i))

टिप्पणी: यह बिल दो प्रतियों में तैयार किया जाना चाहिए- एक संदाय के लिए और दूसरी कार्यालय प्रति के रूप में।
Note: This bill should be prepared in duplicate- one for payment and the other as office copy.

भाग - क (सरकारी सेवक द्वारा भरा जाएगा)
PART A (To be filled up by Government Servent)

1. नाम/Name :
2. पदनाम /Designation :
3. वेतन /Pay :
4. मुख्यालय/Headquarters :
5. मंजूर की गई छुट्टी की प्रकृति और अवधि : से -----तक-----
Nature and period of leave sanctioned From -----To-----

कुटुम्ब के उन सदस्यों की विशिष्टियां जिनकी बाबत छुट्टी रियायत का दावा किया गया है।
6. Particulars of members of family in respect of whom the L.T.C. has been claimed.

क्र.सं. Sl No	नाम /Name(s)	आयु Age	सरकारी सेवक से संबंध Relationship with the Govt. Servent

सरकारी सेवक और उसके कुटुम्ब के सदस्यों द्वारा की गई यात्रा (यात्राओं) के ब्योरे।

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

प्रस्थान Departure		आगमन Arrival		कि.मी.में दूरी	यात्रा का प्रकार और उपयोग की गई श्रेणी	किराये की सं.	संदत किराया	टिप्पणियां
दिनांक एवं समय	से	दिनांक एवं समय	तक					
Date & time	From	Date & time	To	Distance (Km)	Mode of travel & class of accommodation used	No of fares	Fair paid	Remarks

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 debitable 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