

LEAVE TRAVEL CONCESSION BILL

Note:- This bill should be prepared in duplicate for payment and the Other as office copy.

TO BE FILLED IN BY GOVT. SERVANT : (PART – A)

Place: From _____ Home Town _____
 To _____ All India _____

1. Name of the Govt. Servant _____
2. Design. _____ 3. Basic Pay _____
4. Station _____ 5. Nature of Leave _____
6. Name of the Home Town declared _____
7. Particulars of the Govt. Servant/ Members of family in respect of whom
 The Leave Travel Concession has been claimed :-

S.No.	Name(s)	Age	Relationship

8. Details of journey(s) performed by Govt. Servant/Members of his/her Family :-

DEPARTURE Dte. & Stn Time	ARRIVAL Dte. & Stn. from	DISTANCE Kms.	MODE of Travel	CLASS of Acco. modation	NO. of Fare	FAIR Paid Rs	REMARKS .TicketNos.

9. Amount of Advance:- If any drawn Rs. _____ BILL No. _____

10. Particulars of journey(s) for which higher class of accommodation than the one to which the Govt. Servant is entitled was used. Sanctioned No. & Date to be given

PLACE Fare from paid Rs.	To	Mode of Conveyance	Class to Which	Class which	No. of Fares

entitled

11. Particulars of Journey(s) performed by road between place connected by rail :-

Name of the place (s)	Distance in Kms.	Class to which	Paid fare Entitled
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for entitled class

Certified that the information as given below is true to the best of my knowledge and Belief:-

1. I have not submitted any other claim so far LTC in r/o myself or of my family members in r/o Block year _____
2. I have already drawn TA for the LTC in r/o a journey performed by me/my wife with _____ children. This claim is in r/o a journey performed by my wife/myself with _____ children not to be whom traveled with the party on the earlier concession.
3. I have not already TA for the LTC in r/o a journey concession relating to the Block Year ____
4. I have not already drawn TA for the LTC in r/o a journey performed by me in the Year _____ and _____ in r/o Block of two year _____ and _____ this claim is in r/o the journey performed by me in the year in a prescribed Block of 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 the children _____ to the declare Home Town, viz. _____
6. That my wife/husband is not employed in Govt. service and the concession not been claimed by him/her separately or himself or for any of the family members for the concerned year of Block year _____
7. Certified that my wife/husband for whom LTC claimed by me is employed in _____ (Name of the Public Sector Undertaking/ Corporation /Autonomous Body etc.) which provides LTC facilities, has not preferred _____ and will not prefer any claim in this behalf to his/her employees.
8. Certified that my wife/husband for whom LTC is claimed by me is not employed in any Public/Undertaking/Corporation/Autonomous Body which provides LTC facilities to its employees and their families.
9. I have completed more than one year service before the date of undertaking the journey.
10. Certified that my parents (Father/Mother) for whom I have claimed the LTC is/are wholly dependent on me and reside with me their total monthly income does not exceed Rupees **FIVE HUNDRED ONLY** per month.
11. Concession for one way journey in case of _____ is claims for outward/inward journey only and I fore go the concession in r/o inward/outward journey for the same.
12. Certified that major sons/daughters in whose case the LTC has been claimed is/are unmarried residing with and wholly dependent on me

STATION --
DATE-----

Signature of the Govt. Servant
(Name _____)