

G.A.R.14-C

Sub-bill No.....

LEAVE TRAVEL CONCESSION BILL FOR TIME BLOCK OF YEARS.....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 servant)

1. Name :
2. Designation :
3. Pay :
4. Headquarters :
5. Nature and period of leave sanctioned : From..... to
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. servant
1.			
2.			
3.			
4.			
5.			

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

Departure	Arrival	Distance in Kms.	Mode of Travel & class of accommodation used	No. of fares	Fare Paid	Remarks
Date & time	From Date & time To					

Rs.

B. Amount of advance, if any, drawn Rs.....

9. Particulars of journey(s) for which higher class of accommodation is the one to which the Government servant is entitled, was used (place, No. & Date to be given).

From	Place To	Mode of conveyance	Class to which entitled	Class by which actually travelled	By rail	By road
------	----------	--------------------	-------------------------	-----------------------------------	---------	---------

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

Name of Place	To	Class to which entitled	By road
---------------	----	-------------------------	---------

Certified that the -

- Information, as given above is true to the best of my knowledge and
- That my husband/wife is not employed in Govt. service, that my husband/wife is employed in Govt. service and the concession has not been availed by him/her separately or himself/herself or for any of the family members for the concerned block ofyears.

Signature of Government servant

Date :

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
Voucher No. dated

Rs.

Net Amount

Rs. _____

2. The expenditure is debitable to

Initials of Bill Clerk

Signature of Drawing &
Disbursing Officer

Countersigned

Signature of Controlling Officer

Proforma for self-certification by the Government employee

I Sh./Smt./Kr. (Name of the Govt. servant) wish to confirm that I am availing (Home Town/ Any Place in India) LTC in respect of self/ family member(s) for the block year to visit (Place of visit) during..... (dates of journey). It is stated that I or the family member for whom I wish to avail LTC has/have not availed of the same before in the present block.

2. The Particulars of members of family in respect of whom the Leave Travel Concession is being claimed are as under:

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

3. It is certified that the above facts are true and any false statement shall make me liable for appropriate action under Rule 16 of CCS(LTC) Rules, 1988 and the relevant disciplinary rules.

* N.B.: The Government employee may share interesting insights and pictures, if any, of the destination visited while availing LTC on an appropriate forum.

TO WHOM IT MAY CONCERN

- 1) I certify that the airfare claimed by me is in respect of the fare charged by the airline for the air journey only and does not include any charges for any facility/undue benefit including boarding/lodging local transport.
- 2) I also certify that I have booking the ticket at the lowest fare available for the destination at the time of booking for the scheduled date and time of departure. I am aware that suppression of any information or furnish wrong information will render me liable to disciplinary action.

Name.....

Signature.....

Designation.....