



Bill No. _____

Date: _____

LEAVE TRAVEL CONCESSION ADJUSTMENT BILL

For the Block of Years : _____
Type (Home Town / Anywhere in India) : _____
Place of Visit (in case of anywhere in India) : _____
Nearest Railway Station : _____

PART - A

(To be filled in by the Government Servant)

1. Name: _____ 2. Designation: _____
3. Pay Level: _____ 4. Headquarter: _____
5. Nature and period of leave sanctioned:
(i) Nature _____ (ii) Period From _____ to _____

6. Particulars of members of family in respect of whom the Leave Travel Concession has been claimed:

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

7. Details of journey(s) performed by Government 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 (Rs.)	Remarks

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. and date to be given):

Place		Mode of conveyance	Class to which entitled	Class by which actually travelled	No. of fares	Pares paid (Rs.)
From	To					

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

Name of Places		Class to which entitled	Rail fare (Rs.)
From	To		

Certified that:

1. The information as given above is true to the best of my knowledge and belief;
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 availed of by him / her separately for himself / herself or for any of the family members for the concerned block of years _____ to _____
3. That my husband/wife for whom LTC is claimed by me is employed in _____ (Name of the public sector Undertaking / Corporation / Autonomous Body 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; and
4. That my husband/wife for whom LTC is claimed by me is not employed in any Public Sector Undertaking / Corporation / Autonomous Body financed wholly or partially by the Central Government or a Local Body, which provides Leave Travel Concession facilities to its employees and their families.

Date:- _____

Signature of the Government Servant

PART – B

(To be filled in by the Bill Section)

1. The net entitlement on account of the Leave Travel Concession works out to Rs. _____
(Rupees _____ Only)

as detailed below-

(a) Railway / Air / Bus / Steamer fare Rs.....

(b) Less amount of advance drawn vide Vr.No....., dated..... Rs.....

Net amount **Rs.....**

2. The expenditure is debitible to

(Dealing Assistant)

(Finance Officer)

Certified that necessary entries have been made in the Service Book of Shri / Smt / Kum.....

**(Signature of the Officer authorised to
attest entries in the Service Book)**