Leave Travel Concession Bill for the Block of Year

1. Name/Name .................................................................

2. Designation .............................................................

3. Pay .................................................................

4. Headquarters ........................................................

5. Nature & Period of leave sanctioned From .............. To ...............:

6. Particulars of members of family in respect of whom the LTC has been claimed:

<table>
<thead>
<tr>
<th>S. No</th>
<th>Name</th>
<th>Age</th>
<th>Relationship with Govt. Servant</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>Departure</th>
<th>Arrival</th>
<th>Distance</th>
<th>Mode of travel</th>
<th>Fare/Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date and Time From</td>
<td>Date and Time To</td>
<td>Kilometers</td>
<td>and class of accommodation used</td>
<td>₹/Rs.</td>
</tr>
</tbody>
</table>

8. Amount of advance, if any drawn Rs. .................................
9. यात्रा की विस्तारित जानकारी, जिसके लिए सरकारी सेवक ने उस निवास-यात्रा से जिसका यह हकदार है -- उसे उच्चतम वर्ग की सुविधा का उपयोग किया हो। (रूपरेखा संख्या व तिथि दी जाए)।

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):

<table>
<thead>
<tr>
<th>स्थान</th>
<th>वाहन का प्रकार</th>
<th>वह वर्ग जिसका हकदार है</th>
<th>वह वर्ग जिसमें वास्तविक रूप से यात्रा की है</th>
<th>भाड़ की संख्या</th>
<th>लिखित भाड़</th>
<th>फर्जी होकर लिखित भाड़</th>
<th>वर्षाली या रास्ता</th>
<th>लेटली या रास्ता</th>
</tr>
</thead>
<tbody>
<tr>
<td>फ्रॉम 1</td>
<td>तो 2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

10. रेल से जुड़े स्थानों के बीच चलक से की गई यात्रा/यात्राओं के बारे की:

Details of journey (s) performed by road between places connected by rail

<table>
<thead>
<tr>
<th>स्थानों के नाम</th>
<th>वह वर्ग जिसका हकदार है</th>
<th>रेल भाड़/Rail Fare</th>
</tr>
</thead>
<tbody>
<tr>
<td>से From 1</td>
<td>तक To 2</td>
<td>3</td>
</tr>
</tbody>
</table>

प्रमाणित किया जाता है कि:
1. उपर्युक्त जानकारी मे सत्यम ज्ञात और विश्वास के अनुसार सही है।
2. कि मेरे/मेरी पति/पत्नी सरकारी सेवक ने नहीं/कि मेरे/मेरी पति/पत्नी सरकारी सेवक ने नहीं है और उन्होंने अपने लिए अवलोकन नहीं किया भी सहयोग के द्वारा समानित कृत-वर्ष .................................................. में अलग से छुट्टी नहीं ली गई है।

Certified that the:
1. Information as given above, is true, the best of my knowledge and belief.
2. 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 of by him/her separately of himself/herself or any of the family member for the concerned block of .................................................. years.

तारीख/Date सरकारी सेवक के हस्ताक्षर/Signature of the Govt. Servant
PART-B (To be filled in the Bill Section)

1. Crore, Shudh Hakdar 💲 (Rs. ..........................) जिसके बिसरे नीचे लिख गए है।
   The net entitlement on account of Leave Travel Concession works out to Rs. .......................... as detailed below :-

(५) रेल/बायपास/बस/स्टीमर भाड़ा
   (a) Railway/air/bus/steamer fare Rs. ..........................

(६) राहती ली गई अवance की रकम, द्वारा बांटा चर्चा Ek राहती ली गई अवance की रकम, द्वारा बांटा
   राहती ली गई अवance की रकम, द्वारा बांटा चर्चा हें .......................... तारीख ..........................
   (b) Less amount of advance drawn vide voucher
   No. .......................... Dated ..........................
   राहती ली गई अवance की रकम, द्वारा बांटा चर्चा हें ..........................

शेष राशि/Net amount ..........................

(२) व्याप से लाने में विषयसीन है।
(२) The expenditure is debitable to

विल लिस्ट के आवार
Initials of Bill Clerk

आवार और लिखित अधिकारी के हस्ताक्षर
Signature of Drawing & Disbursing Officer

निर्यातक अधिकारी के हस्ताक्षर
Signature of Controlling Officer

प्रतिस्थापित Countersigned

प्रमाणित किया जाता है कि सेवा-पुस्तिका में आवश्यक प्रविधियों कर दी गई हैं

श्री/श्रीमति/कुमारी .......................... की

Certified that the necessary entries have been made in the Service Book of

Shri/Shrimati/Miss ..........................

सेवा पुस्तिका की प्रविधियों को सत्यापित कर सकने वाले नियमित अधिकारी के हस्ताक्षर
Signature of the Officer authorised to attest entries in the Service Book
L.T.C. CERTIFICATE

CERTIFICATE TO BE GIVEN BY THE CONTROLLING OFFICER

(i) Certified that Sh./Smt./Ms. ___________________________________________ (Name of the Govt. servant) has rendered continuous service for one year or more on the date of commencing the outward journey.

(ii) Certified that necessary entries as required under Para 3 of the Ministry of Home Affairs O.M. No. 43/1/55-Ests.(A) part II, dated 11th October, 1956 have been made in the Service Book of Sh./Smt./Ms. ___________________________________________

Signature & Designation of the Controlling Officer

CERTIFICATE TO BE GIVEN BY THE CONTROLLING OFFICER

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 block of two years 20................ and 20................

2. I have already drawn T.A. for the Leave Travel Concession in respect of a journey performed by me/my wife with ................... children.

3. I have not already drawn T.A. for the Leave Travel Concession in respect of a journey performed by me/my wife with ................... children/my ................... family members in respect of block of two years 20................ and 20................

4. I have already drawn T.A. for the Leave Travel Concession in respect of a journey performed by me in the year ................... in respect of block of two years 20................ and 20................
   This claim is in respect of a journey performed by me in the years ....................................................
   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 place of work.

5. This journey has been performed by me with my wife with ................... children/my ................... family members to the declared home town viz. .................................................................

6. That my husband/wife is not employed in the Government.
   That my husband/wife is employed in the 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 two years.

7. Certified that my wife/husband for whom L.T.C. 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 nor preferred and will not prefer any claim in this behalf to his/her employer.

8. Certified that my wife/husband for whom L.T.C. is claimed by me is not employed in any Public Sector Undertaking/Corporation/Autonomous body etc., financed wholly or partly by the Central Government or Local Body which provides L.T.C. facilities to its employees and their families.

Signature of the Govt. servant