

Sub-Bill No. \_\_\_\_\_

Leave Travel Concession Bill for the block of year \_\_\_\_\_ 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	Age	Relationship with the Govt. Servant
1			
2			
3			
4			
5			
6			



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 Govt. Servant is entitled, was used (sanction Number and date to be given).

P	Place		Mode of conveyance	Class to which entitled	class by which actually travel	No. of fares	Fair Paid	
	From	To					Rs	

10. Particulars of Journey(s) performed by Road between places connected by rail :-

Name of place		Class to which entitled	Rail Fare
From	To		Rs

1. Certified that the Information , as given above is true to the best of my knowledge and belief and
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.

Servant

Signature of Government

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 \_\_\_\_\_ date  
\_\_\_\_\_ Rs \_\_\_\_\_ Net Amount
2. The expenditure is debitable to

Initial of Bill Clerk

Signature of DDO  
Countersigned

Signature of controlling officer

Certified that necessary entries have been made in Service Book of Shri/Shrimati/Miss  
\_\_\_\_\_

book

Signature of the Officer authorised to attest entries in the service