

**LEAVE TRAVEL CONCESSION BILL**

For the Block of years ..... To .....

[Note – This should be prepared in duplicate – one for payment and the other for office copy]

**PART A**

[To be filled by the Government Servant]

- Name of the claimant: \_\_\_\_\_
- Designation: \_\_\_\_\_
- Scale of Pay with Grade pay: ₹. \_\_\_\_\_
- Headquarters: \_\_\_\_\_
- Nature and Period of Leave Sanctioned:  
Nature of Leave: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_
- Particulars of members of family in respect of whom the Leave Travel Concession has been claimed:

Sl. No.	Name (s)	Age	Relationship with the Government Servant
1			
2			
3			
4			

- Details of Journey(s) performed by Government servant and the members of his/her family:

Departure	Arrival	Distance in Km.	Mode of Travel	Class of Accommodation used	No. of Fares	Fares paid		Remarks
						₹	p	

- Amount of Advance, if any, drawn: ₹. \_\_\_\_\_ on \_\_\_\_\_
- Particulars of journey(s) for which higher class of accommodation than one to which Government servant is entitled, was used (Sanctioned No. and date to be given):

Places		Mode of Conveyance	Class to which entitled	Class to which actually travelled	No. of Fares	Fares paid	
From	To					₹	p

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

Name of Places		Class to which entitled	No. of Fares	Rail Fare	
From	To			₹	p

**Certified that-**

- The information as given above is true to the best of my knowledge and belief;
- 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 concern block of years ..... to.....
- 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 not preferred and will not prefer, any claim in this behalf to his/her employer; and
- That my wife/husband 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 LTC facilities to its employees and their families.

Date: \_\_\_\_\_

Signature of Government Servant

**PART B**

[To be filled in by the Account Section]

- The net entitlement on account of Leave Travel Concession works out to ₹. \_\_\_\_\_ (Rupees \_\_\_\_\_ only)  
As detailed below –

- |  |  |   |   |
|--|--|---|---|
| (a) Railway/Air/Bus/Steamer fare                                 |  | ₹ | p |
| (b) Less amount of advance drawn vide Vr. No. _____, dated _____ |  |   |   |
| <b>Net Amount</b>  |  |   |   |

	₹		p

- The expenditure is debitable to \_\_\_\_\_

Office Superintendent

Accountant

Deputy Registrar (F&A)

**Director**

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

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