CENTRAL

G.A.R 14-C
Sub-bill(LTC)
T.R. 25

Sub-bill No.

LEAVE TRAVEL CONCESSION BILL
For the year 2013(as a fresh recruit)/Home town LTC
[Note: This bill should be prepared in duplicate – one for payment and the other as office copy]
PART-A
(To be filled in by the Government servant)

1. Name: 2. Designation…
3. Pay: Grade Pay: Rs. -   4. Headquarter:
5. Nature and period of leave sanctioned:
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
1.			
2.			

7. 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 Accomodation used	No. of fares	Fares paid		Remarks
Date &Time	From	Date &Time	to					Rs.	P	

8. Amount of advance, if any, drawn...   ...   .
Rs..Nil...
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)

Date	Name of Places		Mode of conveyance used	Class to which entitled	Class by which traveled	Fare of the entitled Class	
	From	To				Rs.	P.

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

Date	Name(s) of place(s)		Fare paid		Remarks
	From	To	Rs.	P.	
......					......

CERTIFIED THAT-
1. 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 ………..to……………

Date   Signature of Government servant

Part –B
(To be filled by the Bill Section)

The net entitlement on account of Travelling Allowance works out to Rs. ……   Rs.   P.

(Rupees …………….…………………………………...……)
as detailed below:

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

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

Net Amount…

Rounded Off…

2. The expenditure is debitable to:

    ……………………………………………………………………….

Bill Clerks   Drawing and Disbursing Officer
 (initials)   (Signature)

Countersigned

Controlling Officer
(Signature)