

Sub Bill No.....

GAR-14

Leave Travel concession Bill

For the Block yearí í í í í í í í í í . Toí í í í í í í ..

Ref: LTC sanction order noí í í í í í í í í í í í í í í í dtí í í í í í í í í ..

(Copy to be enclosed)

Note: This bill should be prepare in duplicate-one for payment and the other as Office copy.

PART-A

(To be filled up by Govt.Servant)

1. Name
2. Designation
3. Pay
4. Head-quarters
5. Nature and period of leave sanctioned. Formí í í í í í í í ..Toí í í í í í í í í
6. Period of Journey/ Performed :
7. Particulars of member of family in respect of whom L.T.C. has been claimed.

Sl. No. (1)	Name (2)	Age (3)	Relationship with the Govt.Servant (4)
1			
2			
3			
4			
5			
6			
7			

8. Details of journey(s) performed by Govt.Servent and the members of his/her family

Departure		Arrival		Distance in Kms (5)	Mode of Travel and class of accommodation used (6)	Fare Paid			Remarks (9)
Date and Time (1)	From (2)	Date and Time (3)	To (4)			Fares (7)	No.of Rs. (8)	p	

9. Amount of Advance (drawn if any) Rs.

10. Particulars of Journey(s) for which higher class of Accommodation than the one to which the Govt. Servant is entitled, was used (Sanction No. and Due to be given)

Place		Mode of Conveyance 3	Class by which entitled 4	Class to which actually travelled 5	No. of Fares 6	Fare Paid	
From 1	To 2					Rs. 7	P.

11. Particulars of journey(s) performed by Road between places connected by Rail.

NAME OF PLACE		Class to which entitled 3	Fare Paid	
From 1	To 2		Rs. 4	P.

Certificate that the:-

1. Information as given above is true to the best of my knowledge and belief, and
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 for himself/herself for any of the family members for the concerned block off í í í í .years.

Signature of the Govt. Servant

Datedí í í í í í í í ..

PART óB
(To be filled in the Fill Section)

1. The net entitlement on account of Leave travel concession work out of to Rsí í í í í í as Detailed below:-

(a) Railway/Air/Bus/Steamer fare Rsí í í í í í í í í í

(b) Less Amount of advance drawn vide Rsí í í í í í í í í í .

Voucher Noí í í í í í í í datedí í í í í í . í í í í í í í í í í ..

Net Amountí í í í í í í ..

í í í í í í í í í í ..

2. The expenditure is debitable toí .

Initials of bill Clerk

Signature of Drawing & Disbursing Officer

COUNTERSIGNED

Signature of Controlling Officer

Certified the necessary entries have been made in the service Book of
Shri/Shrimati/Missí í

Signature of the Officer Authority
To attest entries in the service Book