

LEAVE TRAVEL CONCESSION BILL

For the Block of Years _____ to _____

(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 _____

4) Headquarters _____ 5) Nature & Period of leave sanctioned from _____ to _____

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 |
|---------|---------|-----|-------------------------------------|
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7) Details of journey(s) performed by Government Servant and the members of his/her family:

| Departure | | Arrival | | Distance In Kms | Mode of Travel | Class of Accommodation used | No. of fares | Fares paid | Remarks |
|-------------|------|-------------|----|-----------------|----------------|-----------------------------|--------------|------------|---------|
| Date & Time | From | Date & Time | To | | | | | | |
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8) Amount of Advance, if any, drawn : ₹ _____

9) 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 date to be given)

| Places | | Mode of Conveyance | Class to which entitled | Class by which actually travelled | No. of fares | Fares paid ₹ |
|--------|----|--------------------|-------------------------|-----------------------------------|--------------|--------------|
| From | To | | | | | |
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10) Particulars of journey(s) performed by road between places connected by rail:

| Name of Places | | Class to which entitled | Rail Fare ₹ |
|----------------|----|-------------------------|----------------|
| From | To | | |
| | | | |
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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 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 or for any of the family members for the concerned block of years _____ to _____.

Date:

Signature of Government Servant

PART-B (to be filled in by the Bill Section)

- 1) The net entitlement on account of leave travel concession works out to ₹ _____ (Rupees _____ as detailed below):

| | | | |
|---|----------------------|---|--|
| | | ₹ | |
| (a) Railway / Air / Bus / Steamer Fare | | | |
| (b) Less amount of Advance drawn vide Voucher No. _____ Date _____ | | | |
| | Net amount | | |
| | Rounded off | | |

- 2) The expenditure is debitable to _____

Initial of Bill Clerk

Signature of D.D.O.

Countersigned

Signature of Controlling Officer

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

Dr. / Sri / Smt. / Kum. _____

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