

For T.R 25 **CENTRAL**
GAR-14-C
Sub-Bill

Sub-Bill No.....

LEAVE TRAVEL CONCESSION BILL

For the Block :.....

[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 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	Age	Relationship with the Govt. servant

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

Departure (Place, date & time)	Arrival (Place, date & time)	Distance in km	Mode of travel	Class of Accommodation used	No. of fares	Fares paid (')	Remarks

8. Amount of advance, if any, drawn : ₹.....

CERTIFIED THAT -----

1. The information as given above is true to the best of my knowledge and belief;

2. That my spouse is not employed in Government service/that my spouse 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;

3. That my spouse 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 has not prepared and will not prefer, any claim in this behalf to his/her employer; and

4. That my spouse for whom LTC is claimed by me is not employed in any Public Sector Undertaking/corporation/Autonomous Body, financed wholly or partly by the Central Government or a Local Body, which provides Leave Travel Concession facilities to its employees and their families.

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 as detailed below-

(a) Railway/air/bus/Steamer fare :

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

(c) Net amount:

2. The expenditure is debitable to.....

Bill clerk
(Initial)

Drawing
and Disbursing Officer
(Signature)

Countersigned
Controlling Officer
(Signature)

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

Shri/Smt./Kum.....

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

CERTIFICATES TO BE GIVEN BY THE CONTROLLING OFFICER

Certified –

- (i) That Shri/Shrimati/Kumari (name of the Government servant)..... has rendered continuous service for one year or more on the date of commencing the outward journey.
- (ii) That necessary entries have been made in the Service Book of Shri/Shrimati/Kumari.....

(Signature and designation of the Controlling Officer)

CERTIFICATES TO BE GIVEN BY THE GOVERNMENT SERVANT

1. I have not submitted any other claim so far for Leave Travel Concession in respect of myself or my family members in respect of the Block of two years **20**.....and **20**.....
2. I have already drawn TA for the Leave Travel Concession in respect of a journey performed by me/my wife with children. This claim is in respect of the journey performed by my wife/myself with.....children none of whom travelled with the party on the earlier occasion.
3. The journey has been performed by me/my wife with children to the declared „hometown,“ viz.....
4. That my husband/wife is not employed in Government Service.

That my spouse is employed in Government Service and the concession has not been availed of by him/her separately for himself/herself or any of the family members for the concerned block of two/**four** years.

Signature of the Government Servant

Proforma for self-certification by the Government employee

I Sh./Smt./Kr. (Name of the Govt. servant) wish to confirm that I am availing (Home Town/ Any Place in India) LTC in respect of self/ family member(s) for the block year to visit (Place of visit) during.....(dates of journey). It is stated that I or the family member for whom I wish to avail LTC has/have not availed of the same before in the present block.

2. Particulars of members of family in respect of whom the Leave Travel Concession is being claimed are as under:

Sl. No	Name(s)	Age	Relationship with the Govt. servant

3. It is certified that the above facts are true and any false statement shall make me liable for appropriate action under Rule 16 of CCS(LTC) Rules, 1988, Central Civil Services (Classification, Control and Appeal) Rules, 1965, as amended from time to time and the relevant disciplinary rules.

Signature of the Government Servant