

Sub-Bill No......

For the Block of Years.....To.....

PART-A

1.Name..... 2. Designation.....

3. Pay Level.....4. Basic Pay.....5. Headquarters.....

5. Nature and period of leave sanctioned:

Nature of leave.....From To

6. Date of previous LTC/HTC availed from.....to..... under Block Year.....

7. Current LTC/HTC approval letter No..... dated.....

8. Particulars of members of family in respect of whom the Leave Travel Concession has been claimed:

[illegible]

9. Details of journey(s) performed by the employee and the members of his/her family:

[illegible]

10. Amount of advance drawn: Rs., Date of credit:.....

11. Particulars of journey(s) for which higher class of accommodation than the one to which the employee is entitled, was used (Sanction No..... and dateto be given):

Place		Mode of Conveyance	Class to which entitled	Class by which actually travelled	No. of fares	Fares paid	
From	To					Rs.	P.

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

Name of places		Class to which entitled	Rail fare	
From	To		Rs.	p.

CERTIFICATES TO BE GIVEN BY THE EMPLOYEE

Certified that-

- I have not submitted any other claims 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.....
- I have already drawn TA for the Leave Travel Concession in respect of a journey performed by me/my wife/husband with children. This claim is in respect of the journey performed by me/my wife/husband with children none of whom travelled with the party on the earlier occasion.
- I have not drawn TA for the Leave Travel Concession in respect of a journey performed by me/ my wife/husband with children in respect of the block of two years 20..... and 20..... This claim is in respect of the journey performed by my wife/husband/myself with children none of whom availed of the concession relating to that block.
- I have already drawn T.A for the Leave Travel Concession in respect of a journey performed by me in the year, 20..... in respect of block of two years 20..... and 20..... This claim is in respect of the journey performed by me in the year 20..... This is against the concession admissible once every year in a prescribed block for visiting home town as all the members of my family are living away from my place of work.

- (v) The journey has been performed by me/my wife/husband with children to the declared home town , viz.....
- (vi) That my husband/wife is not employed in Government service.
That my husband/wife is employed in Government service
..... (*Name of the Govt. Deptt. / PSU/Corporation / Autonomous Body*) 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 two years.
- (vii) Certified that my wife/husband for whom LTC is claimed by me is employed in(*Name of the public Sector Undertaking/Corporation/Autonomous Bodies, etc.*), which provides Leave Travel Concession facilities but he/she has not preferred, and will not prefer, any claim in this behalf to his/her employer.
- (viii) Certified 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 partly by the Central Government or a Local Body, which provides LTC facilities to its employees and their families.

Date

Signature of the Employee

PART B

[To be filled by the Dealing Assistant]

1. The net entitlement on account of Leave Travel Concession works out to Rs.

(Rupees)

as details below-

	Rs.	P.
(a) Railway/Air/Govt. Bus/Steamer fare		
(b) Less amount of advance drawn vide Vr. No..... dt.....		
Net amount		

Assistant/SO (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/Smt./Kumari (name of the employee)has
rendered continuous service for one year or more on the date of commencing the outward journey.

(ii) that necessary entries as required under Para. 3 of the Ministry of Home Affairs, O.M. No. 431/55-
Ests. (A) Part II, dated the 11th October, 1956 have been made in the Service Book of Shri/Smt./Kum.
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(Signature and designation of the Controlling Officer)

Signature of the Employee