Form T.R. 25
GAR-14-C
Sub-Bill
LTC

claimed:

## CENTRAL

Sub-Bill	No

## LEAVE TRAVEL CONCESSION BILL

For the Block of yearsto
[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. Scale of Pay: 4. Headquarters
5. Nature and period of leave sanctioned:
Nature of leave From
6. Particulars of members of family in respect of whom the Leave Travel Concession has been

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

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 Accommodation used	No. of fares	Fares paid Rs.	Remarks

- 8. Amount of advance, if any, drawn Rs.....
- 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):

P	lace	Mode of	Class to	Class by which	No. of	Fares paid		
From	То	conveyance	which entitled	actually traveled	fares	Rs.	Ps.	

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

Name	of places	Class to which entitled	Rail fare			
From	То		Rs.	Ps.		
				_		

## **CERTIFIED THAT-**

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

- 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.....;
- 3. That my husband/wife 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 preferred and will not prefer, any claim in this behalf to his/her employer; and
- 4. That my husband/wife 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 serva
Date	Signature of Government serva

## PART B

(To be filled in by the Bill Section)

1.	The	net	entitlemen	t on	account	of	leave	travel	concession	works	out	to
	Rs		(Ru	pees							)	as
	detai	led be	elow:									
(	a) Rai	lway/	Air/Bus/Ste	amer	fare				Rs	• • • • • • • • • •		
(	b) Les	ss Am	nount of ad	vance	drawn vio	de						
	Voi	ucher	No						Rs			
	Dat	ed					••••					
							<b>.</b>					
							Net An	nount	Rs	• • • • • • • • • •	· • • • •	
2	Tl. o		مان مستعلد	.h.:4.a.b.1	. 40							
2.	The	expen	iaiture is ae	editabi	е то		•••••				••	
	ill Cl				untersigne			Dr	awing and Di		offic	er
	(Initia	ıl)	(Signa	ture of	Controlli	ing C	Officer)		(Signa	ature)		
		Certif	fied that ne	cessar	y entries	have	been n	nade in	the Service	Book of		
		S	hri/Smt./Ku	ım					•••••			

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