Sub-bill No.	
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LEAVE	TRAVEL	CONCESSION	RILI	EOD :	THE	BL OOK	VEAD OF	TO	
				FUR.		RI ()('K	VEAD ME	1()	

Note: This Bill should be prepared in duplicate, one for payment and the other as office copy

## PART — A

(To be filled up by the Government Servant)

	(10 be filled)	uρ	by the Government Servant)	
1.	Name	:		
2.	Designation	:		
3.	Pay	:	Rs.	
4.	Headquarters	:		
5.	Nature and period of leave sanctioned		From	

6. Particulars of members of family in respect of whom the L.T.C. has been claimed.

SI. No.	Name	Age	Relationship with the Government servant			
1.						
2.	*					
3.						
4.						
5.						
6.						

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

D	eparture		Arrival	Dieten	Mode of travel and			
Date and time	From	Date and time	То	in kms. travel and class of accommodation used		No. of fares	Fare paid Rs. P.	Remarks
P		,						
				,				

8.	Amount of advance, if any drawn	: Rs	
9	Particulars of journey(s) for which h	other class of accommodation than the one to which the	Governmen

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).

Pla	Place		Class to which	Class by which	No. of		
From	То	conve- yance	entitled	actually travelled	fares	Fare pa	P.
,							
y.							
			-		,		
						2.	

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

Nam	e of place			
From	То	Class to which entitled	Railway fare	
			Rs.	P.
			= "	
	6			

## Certified that -

(1)	the information,	as given	above.	is true	to the	best of	my	knowledge	and	belief;	and
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(2)	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 or
	himself/ herself or for any of the family members for the concerned block years of
	to

Signature of the Government servant.

Date:

## PART — B

(To be filled in the Bill Section)

1.	The r	net entitlement on account of Leave Tra	vel Concession works	s out to Rs as	detailed below : —
	(a) I	Railway/Air/Bus/Steamer fare		Rs	
	(b)	Less amount of advance, drawn vid	le Voucher No		
	. (	Dated	Rs		
			Net amount	Rs	
2.	The e	expenditure is debitable to			
			Signature of	Drawing and Disbur	sing Officer.
			14.		
	Initia	l of Bill Clerk	¥	Countersigned.	
			Signatur	re of the Controlling	Officer
		Certified that necessary entr			vice Book of —
Th	iru/Tm	ıt./Selvi			

Signature of the Officer authorised to attest Entries in the Service Book.