

G.A.R. 14-C

Sub Bill No. _____

LEAVE TRAVEL CONCESSION BILL FOR THE BLOCK OF YEAR _____ TO _____**Note:-- This bill should be prepared in duplicate—one for payment and the other as office copy.****PART – A (To be filled up by Government Servant)**

1.	Name of the Government Servant								
2.	Designation								
3.	PAY + SI + NPA								
4.	Headquarters								
5.	Nature and period of leave sanctioned		From To						
6.	Particulars of members of family in respect of whom the L.T.C. has been claimed.								
	S. No.	Name (s)	Age	Relationship with the Government Servant					
	1.								
	2.								
	3.								
	4.								
	5.								
	6.								
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	Fair paid	Remarks
	Date & Time	From	Date & Time	To					
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. & Date to be given.)					
Place		Mode of conveyance	Class to which entitled.	Class by which actually travelled	No of Fares	Fare paid
From	To					Rs.
10.	Particulars of journey (s) performed by road between places connected by rail					
Nature of Place			Class to which entitled	Rail fare		
From	To	Rs.		P.		

Certified that the:-

- Information, as given above is true to the best of my knowledge and belief; and
- 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 or himself/herself or for any of the family members of the concerned block of _____ Years.

Date _____

Signature of Government Servant

Part – B
(to be filled in the Bill Section)

1. The net entitlement on account of leave travel concession works out to Rs. _____ as detailed below:-

(a)	Railway/Air/Bus/Steamer fare	Rs. _____
(b)	Less amount of advance drawn vide	
	Voucher No _____ dated _____	Rs. _____

	Net Amount	Rs. _____

The expenditure is debitable to _____

Signature of Drawing & Disbursing Officer

Initial of Bill Clerk

Counter signed

Signature of Controlling Officer

Certified that necessary entries have been made in the Service Book of
Shri/Shrimati/Miss _____

**Signature of the officer authorized to attest
entries in the Service Book.**

CERTIFICAT TO BE GIVEN BY THE GOVT. SERVANT

1. I have not submitted any other claim so for Leave Travel Concession in respect of myself or my family members in r/o the block of the years.....and.....
2. I have already drawn TA for the Leave Travel Concession in respect of journey performed by me/my wife with.....children. The claim is in respect to the journey performed by my wife/myself withchildren none of whom traveled with the party on the earlier occasion.
3. I have not already drawn TA for the Leave Travel Concession in respect of a journey performed by me/my wife with.....children/.....children in respect of the block of two years.....andThis claim is in respect of the journey performed by my wife with.....children/.....children none of whom availed of the concession relating to that block.
4. I have already drawn TA for the Leave Travel Concession in r/o a journey performed by me in the year.....in r/o of block of two years.....and..... This claim is in r/o of the journey performed by me in the year.....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 place of work.
5. The journey has been performed by me/my wife.....children/.....children to the declare home town viz.....
6. That my husband/wife is / is not employed in Government 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 and,

Signature of Government Servant

CERTIFICATE BY THE CONTROLLING OFFICER

CERTIFIED THAT :

- 1) that Mr./Ms. had rendered continuous service for one ear or more on the date of commencing the outward journey.
- 2) that necessary entries a required under para 3 of Ministry of Home Affairs O.M. no.43// -Ests(A) Part II dated tge th October , 1956 have been made in the service book of Mr./Ms.....

Signature of Controlling Officer

Designation