**G.A.R.—14C**

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 servants)**

1. Name

2. Designation

3. Pay

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

|  |  |  |
| --- | --- | --- |
| Sl. No. | 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 and time | From | Date and time | To |
|  |  |  |  |  |  |  | Rs. |  |

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.    P. |

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

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Place | | Class to which entitled | Rail fare |
| From | To |
|  |  |  | Rs. |

Certified that the:—

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

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 or himself/herself or for any of the family members for the concerned block of———————— years.

Signature of Government servant  
Date————————————

**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.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 2. The expenditure is debitable to |  |
|  |  |

|  |  |
| --- | --- |
| initials of Bill Clerk | Signature of Drawing & Disbursing Officer |
|  | Countersigned |
|  | Signature of Controlling Officer |
| Certified that necessary entries have been made in the Service Book of Shri/Shrimati/Miss ———————————————- | |
|  | Signature of the Officer  authorised to attest entries in the Service Book |