अवकाश यात्रा रियायत बिल (L.T.C.)

Leave Travel Concession Bill for the Block of कुल वर्ष Year 20............. के लिए

NOTE: This bill should be prepared in duplicate—one for payment and the others as office copy

भाग के (सरकारी सेवक द्वारा प्रेषित है) PART-A (To be filled up by Government Servant)

1. नाम/Name ..........................................................

2. पदनाम/Designation ................................................ 3. वेतन/Pay ..........................................................

4. मुख्यालय/Headquarters ..........................................................

5. स्वीकृत अवकाश का प्रकार व अवधि

Nature & Period of leave sanctioned From .................................. To ..........................................................

6. अवकाश यात्रा-छुट द्वारा जिन परिवार-सदस्यों के विवरण में है उन्हें विवरण:

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

<table>
<thead>
<tr>
<th>क्रम सं. No.</th>
<th>नाम Name</th>
<th>उम्र Age</th>
<th>सरकारी कर्मचारी से संबंध Relationship with Govt. Servant</th>
</tr>
</thead>
</table>

7. सरकारी कर्मचारी और उनके परिवार के सदस्य द्वारा की गई यात्रा/यात्राओं के विवरण:

Details of journey(s) performed by Government servant and the member of his/her family:

<table>
<thead>
<tr>
<th>प्रारंभ/Departure</th>
<th>प्रभावित/Arrival</th>
<th>दूरी किलोमीटर में यात्रा की रूपक और प्रयुक्त स्थान व सुविधा का वर्णन</th>
<th>चार्टे व फेरे No. of fares</th>
<th>रुपयें Rs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>तारीख और समय</td>
<td>तारीख और समय</td>
<td>दूरी किलोमीटर में</td>
<td>Mode of travel and class</td>
<td>Fares</td>
</tr>
<tr>
<td>Date and Time</td>
<td>From</td>
<td>To</td>
<td>of accommodation used</td>
<td>No. of</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

8. अद्यावधि की रकम, यदि है तो/Amount of advance, if any drawn Rs. ..........................................................
10. Details of journey (s) performed by road between places connected by rail

<table>
<thead>
<tr>
<th>ठाणी के नाम</th>
<th>वह वर्ग</th>
<th>रेल मार्ग / रेल फार</th>
<th>7</th>
<th>8</th>
</tr>
</thead>
<tbody>
<tr>
<td>से From 1</td>
<td>To 2</td>
<td>Class to which entitled 3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

प्रमाणित किया जाता है कि Certified that the:

1. उपरोक्त जानकारी मेरे संवैधानिक ज्ञान और विवाह का अनुसार सही है। Information as given above, is true, the best of my knowledge and belief.

2. कि मेरे / मेरी पति / पत्नी सरकारी सेवा मे नहीं हैं / कि मेरे / मेरी पति / पत्नी सरकारी सेवा में हैं और उन्होंने अपने हिस्से अथवा परिवार के किसी भी सदस्य के द्वारा सम्बन्धित That my husband/wife is not employed in Govt. service /that my husband/wife is employed in Govt. service and the concession has not been availed of by him/her separately of himself/herself or any of the family member for the concerned block of गुलाब-वर्षी तारीखः अवसर से सुबह को Signature of the Govt. Servant

| तारीखः / Date | सरकारी सेवक के हस्ताक्षर |
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. ............................................................... Rs. ............................................................... 

(b) Less amount of advance drawn vide voucher
   No. ........................................ Dated ............................................................... Rs. ............................................................... 

Net amount
Rs. ............................................................... 

(2) The expenditure is debitable to ............................................................... 

Billing Section

Initials of Bill Clerk ............................................................... Signature of Drawing & Disbursing Officer

Countersigned

Signature of Controlling Officer

Certified that the necessary entries have been made in the Service Book of

Shri/Shrimati/Miss ...............................................................
L.T.C. CERTIFICATE

CERTIFICATE TO BE GIVEN BY THE CONTROLLING OFFICER
(i) Certified that Sh./Smt./Ms. .............................................. (Name of the Govt. servant) has rendered continuous service for one year or more on the date of commencing the outward journey.
(ii) Certified that necessary entries as required under Para 3 of the Ministry of Home Affairs O.M. No. 43/1/55-Ests.(A) part II, dated 11th October, 1956 have been made in the Service Book of Sh./Smt./ Ms. .................................................................

Signature & Designation of the Controlling Officer

CERTIFICATE TO BE GIVEN BY THE GOVERNMENT SERVANT
1. I have not submitted any other claim so far for Leave Travel Concession in respect of myself or my family members in respect of block of two years 20......................... and 20.........................

2. I have already drawn T.A. for the Leave Travel Concession in respect of a journey performed by me/my wife with ................. children.

3. I have not already drawn T.A. for the Leave Travel Concession in respect of a journey performed by me/my wife with ................. children/my .................. family members in respect of block of two years 20..................... and 20.....................

4. I have already drawn T.A. for the Leave Travel Concession in respect of a journey performed by me in the year ................... in respect of block of two years 20..................... and 20.....................
   This claim is in respect of a journey performed by me in the years ...................
   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. This journey has been performed by me with my wife with ................. children/my .................. family members to the declared home town viz. ..................

6. That my husband/wife is not employed in the Government.
   That my husband/wife is employed in the 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 two years.

7. Certified that my wife/husband for whom L.T.C. 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 nor preferred and will not prefer any claim in this behalf to his/her employer.

8. Certified that my wife/husband for whom L.T.C. is claimed by me is not employed in any Public Sector Undertaking/Corporation/Autonomous body etc., financed wholly or partly by the Central Government or Local Body which provides L.T.C. facilities to its employees and their families.

Signature of the Govt. servant