**National Telecommunications Institute for Policy Research Training and Innovation**

**ALTTC Campus, Govt. of India Enclave, Ghaziabad-201002 (UP)**

Sub Bill No. ……………………

LEAVE TRAVELCONCESSION BILL GAR:14 C

For the block year \_ \_ \_ \_ \_ \_ \_ \_ \_ [(See Rule 66(1) & 90(1) (i)]

Note: - This bill should be prepared in duplicate - One for payment and the other as office copy.

PART A - (TO BE FILLED BY THE GOVERNMENT SERVANT)

1. Name :
2. Designation :
3. Pay at the time of transfer :
4. Headquarters :
5. Nature and period of leave sanctioned From …………… To ………………
6. Particulars of the members of family in respect of whom the LTC has been claimed.

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. No. | Name | Age | Relationship with the Government servant |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |

1. Details of journey (s) performed by the Government Servant and the members of his/her

family.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Departure | Arrival | Mode of travel and class of accommodation fares used | No. 01 fares | Fare paid | Distance on Kms | Remarks |
| Date and time | From | Date and time | To |
|  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |

1. Amount of advance, if any drawn
2. 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).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of Places | Mode of Conveyance used | Class to which entitled | Class by which travelled | No. of fares | Fare paidRs. P. |
| From | To |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

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

|  |  |  |
| --- | --- | --- |
| Name of Places | Class to which entitled | Fare paidRs. P. |
| From | From |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

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 been availed of him/her separately or himself here or for any of the family members for the concerned block of ............ year.

(…………………………….)

Signature of the Government servant

Date ....................

**PART B (TO BE FILLED IN THE BILL SECTION)**

1. The net settlement on account of leave travel concession works out to Rs. \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ as detailed below:
2. Railway/air/bus/steamer fare Rs. \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_
3. Less amount of advances if any,

drawn vide voucher No. \_ \_ \_ \_ \_ \_ \_ \_ dated Rs. \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

Net amount Rs. \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

1. The expenditure is debit able to \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

Initials of bill clerk Signature of Drawing & disbursing officer

 Countersign

 Signature of Controlling Officer

Certified that necessary entries have been made

In the Service Book of Shri/Smt./Miss \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

 Signature of the officer

 authorized to attest entries in the Service Book