## National Telecommunications Institute for Policy Research Training and Innovation ALTTC Campus, Govt. of India Enclave, Ghaziabad-201002 (UP)

Sub Bill No. ....

LEAVE TRAVELCONCESSION BILLGAR:14 CFor 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)

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:

:

- 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.	Name	Age	Relationship with the
No.			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.

Departu	ure	Arrival		Mode of	No. 01	Fare	Distance	Remarks
Date	From	Date	То	travel and	fares	paid	on Kms	
and		and		class of				
time		time		accommodati				
				on fares used				

- 8. Amount of advance, if any drawn
- 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).

Name of Places		Mode of	Class to which	Class by	No. of	Fare paid
From	То	Conveyance	entitled	which	fares	
		used		travelled		Rs. P.

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

Name of Places		Class to which entitled	Fare paid	
From	From			
			Rs. P.	

Certified that the 1. Information. As given above is true to the best of my knowledge and belief and

> (.....) Signature of the Government servant Date .....

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

1.	The net settlement on account of leave as detailed below:	travel concession worl	ks out to Rs
a)	Railway/air/bus/steamer fare		Rs
b)	Less amount of advances if any, drawn vide voucher No	_ dated	Rs
		Net an	nount Rs
2.	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