

# Leave Travel Concession Bill

For the block years \_\_\_\_\_ to \_\_\_\_\_

(This bill should be prepared in duplicate – one for payment and the other as office copy)

## Part – A

1. Name \_\_\_\_\_
2. Designation \_\_\_\_\_
3. Pay \_\_\_\_\_
4. Headquarters \_\_\_\_\_
5. Nature of leave \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_
6. Particulars of member's family in respect of whom the Leave Travel Concession has been claimed

S.No.	Name(S)	Age	Relationship with the Government Servant
1.			
2.			
3.			
4.			
5.			

7. Details of journey (s) performed by Government Servant and the members of his/family:

Departure	Arrival	Distance in Km	Mode of Travel	Class of Accommodation used	No. of Fares	Fares paid Rs. P.	Remarks
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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).

From	Place	To	Mode of conveyance	Class to which entitled	Class by which actually travelled	No. of Fares	Fare paid Rs. P.
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10. Particulars of journey (s) perform by road between place connected by rail \_\_\_\_\_

From	Name of places	To	Class to which entitled	fare paid	
				Rs.	P.

Certified that

1. The 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 for himself / herself of for any of the family of the members for the concerned block of years \_\_\_\_\_ to \_\_\_\_\_

Date \_\_\_\_\_

Signature of Government Servant

Part - B

(To be filled in by the Bills Section)

1. The net entitlement on account of leave travel concession work cut to Rs. \_\_\_\_\_  
(Rs. \_\_\_\_\_) R. P.

as detailed below:

(a) Railway / Air / Bus / Steamer Fare

(b) Less amount of advance vide

Vr. No. \_\_\_\_\_ date \_\_\_\_\_ Net amount

2. The expenditure is debitable to \_\_\_\_\_ Bill clerk initial

Countersigned

Controlling Officer (Signature)

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

Shri/Smt./Km. \_\_\_\_\_

(Signature of Office Authorised to attest  
Entries in the Service Book)