

**SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY  
LONGOWAL (Sangrur) Punjab.**

(Established by: Government of India)

CENTRAL

Sub -Bill No.....

**LEAVE TRAVEL CONCESSION BILL**

For the Block of years ..... To.....

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

**PART -A**

(To be filled in by the Government servant)

1. Name..... 2. Designation .....
3. Scale or Pay..... 4. Headquarters.....
5. Nature and period of leave sanctioned:

Nature of leave ..... From..... To.....

6. Particulars of members of family in respect of whom the Leave Travel Concession has been claimed:

Sl. No.	Name (s)	Age	Relationship with the Govt. servant
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

As per O.M. dated 7-10-1997

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

Departure	Arrival	Distance in km	Mode of travel	Class of Accommodation used	No. of fares	Fares paid		Remarks
						Rs.	P.	
.....	.....	.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....	.....	.....

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. and date to be given):

Place		Mode of Conveyance	Class to which entitled	Class by which actually travelled	No. of fares	Fares paid	
From	To					Rs.	P.
.....	.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....	.....

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

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

CERTIFIED THAT:-

1. The information as given above is true to the best of my knowledge and belief;
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 or for any of the family members for the concerned block of years..... to.....
3. That my husband/wife 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 not preferred and will not prefer, any claim in this behalf to his/her employer; and
4. That my wife/husband for whom L.T.C. is claimed by me is not employed in any Public Sector Undertaking/Corporation/Autonomous Body financed wholly or partly by the Central Government or a Local Body which provides L.T.C. facilities to its employees, and their families.

Date.....

Signature of Government servant

**PART -B**

**(To be filled in by the Bill Section)**

1. The net entitlement on account of leave travel concession works out to Rs.....  
(Rupees .....)  
as detailed below:

- (a) Railway / Air/ Bus / Steamer fare .....  
(b) Less amount of advance drawn vide Vr. No ..... dated.....

Net amount

Rs.	P.

2. The expenditure is debitable to.....  
Bill Clerk  
(initial)

Countersigned  
Controlling Officer  
(Signature)

Drawing and Disbursing Officer  
(Signature)

Certified that necessary entries have been made in the Service Book of  
Shri./Smt./Kum.....

(Signature of the Officer authorised  
to attest entries in the Service Book)

**CERTIFICATE TO BE GIVEN BY THE GOVERNMENT SERVANT**

1. I have not submitted any other claim so far for leave concession in respect of myself or my family members in respect block of the year 20..... and 20.....
2. I have already down T.A. for the leave Travel concession respect of a journey performed by me/my wife with..... children. claim is in respect of the journey performed by my wife/ myself ..... children none of whom travelled with the party on the ear occasion.
3. I have not already drawn T.A. for the leave travel concession respect of a journey performed by me/my wife with..... children..... children in respect of the block of two years 20..... and 20..... This claim is in respect of the journey performed by wife/myself with..... children /children..... none of whom availed the concession relating to that block.
4. I have already drawn T.A. for the leave Travel concession respect of a journey performed by me in the year, 20..... in respect block of two years 20..... and 20..... . This claim is in respect of journey performed by me in the year 20..... . This is against the concession admissible once every year in a prescribed block for visit hometown as all the members of my family are living away from place of work.
5. The journey has been performed by me/my wife with ..... children to the declared hometown, viz.....
6. That my husband/wife is not employed in Government service.  
That my husband/wife is employed in Government service and the concession has not ben availed of by him/her separately for him self/herself or for any of the family members for the concerned block of two years.
7. Certified that my wife/husband for whom LTC is claimed by me. I employed in ..... (name of the..... public sector undertaking/corporation/autonomous body. etc.), which provides leave travel concession facilities but he/she has not preferred and will not prefer, any claim in this behalf to his/her employer.
8. Certified that my wife/husband for whom LTC is claimed by me is not employed in any Public Sector Undertaking / Corporation / Autonomous Body financed wholly or partly by the Central Government or a Local Body, which provides LTC facilities to its employees and their families Order Nos. 10 and 28.

Signature of the Government, servant

Date :

Name..... Designation.....