

## LEAVE TRAVEL CONCESSION BILL

For the block years ..... to .....  
 (This bill should be prepaid in duplicate for payment and the other as Office Copy)

### PART-A (To be filled by the Government Servant)

Name..... 2. Designation.....

Place..... 4. Headquarters.....

Nature of period of leave sanctioned:

Nature of leave ..... from ..... to .....

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

No.	Name(s)	Age	Relationship with the Govt. Servant

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

Departure	Arrival	Distance In K.m.	Mode of Travel	Class of accommoda- tion used	No. of Fares	Fares paid		Remarks
						Rs.	P.	

Amount of advance if any drawn ..... Rs. ....

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).

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

Name of Place		Class to which entitled	Sum of Rs.	
From	To		Rs.	P.

CERTIFIED THAT:

1. The information as given below is true to the best of any 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 by him/her separately for himself/herself or for any of the family members for the concerned block years ..... to .....

Date .....

Signature of Government Servant

**PART-B**  
(To be filled by the Bill Section)

1. The net entitlement on account of leave travel concession work out to Rs. ....  
(Rupees) .....

as detailed below

(a) Railway/Air/Bus/Steamer Fare

(b) Less amount of advance vide

Vr. No. .... date .....

Net Amount .....

Rs.	P.

2. The expenditure is debitable to .....  
Bill Clerk. .....  
(Initial) .....  
Drawing and Disbursing Officer  
(Signature)

Countersigned  
Controlling Officer  
(Signature)

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

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