

Sub Bill No.....

Leave Travel Concession Bill for the block of year.....To.....

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

PART-A (To be filled up by Government servant)

1. Name..... 2. Designation.....
3. Pay..... 4. Headquarters.....
5. Nature and period of leave sanctioned, from.....to.....
6. Particulars of members of family in respect of whom L.T.C has been claimed

Sl No	Name	Age	Relationship with the Govt. servant
1.			
2.			
3.			
4.			
5.			
6.			

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

Departure		Arrival		Distance in Kms	Mode of Travel and class of accommodation used	No of fares	Fare paid / Rs.	Remarks
Date & Time	From	Date & Time	To					

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

9. Particulars of journey(s) for which higher class of accommodation than the one to which the Govt. servant is entitled, was used
(Sanction Number 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.

