



National Institute of Open Schooling

(An autonomous organization under Ministry of HRD, Govt. of India)
A-24-25, Institutional Area, Sector-62, NOIDA – 201309, UP

LEAVE TRAVEL CONCESSION BILL

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

| Departure | | Arrival | | Distance in Km. | Mode of Travel | Class of Accommodation | No. of fares | Fair paid | | Remarks |
|-----------|---------|---------|---------|-----------------|----------------|------------------------|--------------|-----------|----|---------|
| Date | Station | Date | Station | | | | | Rs. | P. | |
| | | | | | | | | | | |
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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 Government servant is entitled was used
Sanction order and date

| Place | | Mode of conveyance | Class to which entitled | Class by which actually traveled | No. of fares | Fair paid | |
|-------|----|--------------------|-------------------------|----------------------------------|--------------|-----------|----|
| From | To | | | | | Rs. | P. |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

9. Particulars of journey(s) performed by road between place connected by rail:

| Name of Place | | Class to which entitled | Rail fare | |
|---------------|----|-------------------------|-----------|-----|
| From | To | | Rs. | Ps. |
| | | | | |
| | | | | |
| | | | | |

Certificate to be submitted by the claiming Government Servant

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
3. That my husband/wife is employed in Government service and the concession has not been availed of by him/her separately for himself/herself on any of the family members for the concerned block of year _____ to _____.
4. That my husband/wife for whom LTC is claimed by me is employed in _____ (name of the Public Sector Undertaking/Corporation/Autonomous Body etc.) which provides Leave Travel Concession facility but he/she has not preferred and will not prefer any claim in this behalf to his/her employer; and
5. That my child/children for whom LTC is claimed is/are unmarried and are wholly dependent to me.

Date:

(Signature of Government Servant)

Certified that necessary entries have been made in the service Book of Sh./Ms. _____

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

PART – B

The net entitlement on account of leave 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. |
|-----|----|
| | |
| | |

The expenditure is debitable to _____

Initial of Bill Clerk

Signature of Drawing and Disbursing Officer

Countersigned of Controlling Officer