

छुट्टी यात्रा भत्ता उप.-बिल
LEAVE TRAVEL CONCESSION BILL

उप.-बिल सं०/Sub-Bill No.:.....

वर्ष.....से.....तक

For the Block of Year.....to.....

टिप्पणी : इस बिल की दो प्रतियों में एक संदाय के लिए और दूसरी कार्यालय प्रति के रूप में तैयार किया जाना चाहिए।

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

भाग क (सरकारी सेवक द्वारा भरा जाना है)

PART A (To be filled up by Government Servant)

1. नाम/Name.....
2. पदनाम/Designation.....
3. वेतन/Grade Pay/Scale of Pay.....
4. मुख्यालय/Headquarters.....
5. अवकाश का स्वरूप तथा अवधि मंजूर की गई.....से.....तक
Nature and period of leave sanctioned From.....to.....
6. परिवार के सदस्यों का विवरण जिनके लिए यात्रा भत्ते का दावा किया गया।
Particulars of members of family in respect of whom the Leave Travel Concession (LTC) has been claimed.

[illegible]

7. सरकारी कर्मचारी तथा परिवार के सदस्यों द्वारा की गई यात्रा/यात्राओं का विवरण ।
Details of journey (s) Performed by Government Servant and the members of his/her family.

[illegible]

8. अग्रिम राशि (यदि कोई हो) ली गई
Amount of advance, (if any), drawn ₹

Particulars of journey (s) for which higher class of accomodation than the one to which the Government servant is entitled was used
(Sanction No. and date to be given.)

[illegible]

10. रेल ये जुड़े स्थानों के बीच सड़क से की गई यात्रा/यात्राओं के ब्यौरे :-

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

[illegible]

**प्रमाण-पत्र
CERTIFICATE**

1. प्रमाणित किया जाता है उपरोक्त जानकारी मेरे सर्वोत्तम ज्ञान और विश्वास के अनुसार सत्य है ।
Certified that the information as given above, is true to the best of my knowledge and belief.
2. कि मेरा पति/पत्नी सरकारी विभाग में सेवावृत्त नहीं है / कि मेरा पति / पत्नी सरकारी सेवा में है / तथा यात्रा भत्ता उसके / मेरे द्वारा या किसी अन्य सदस्य द्वारा..... वर्ष वर्ष में नहीं लिया गया है।
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 or himself/herself or for any of the family members for concerned block of years.

तारीख Date

(.....)

सरकारी सेवक के हस्ताक्षर
Signature of Government Servant

भाग ख (बिल अनुभाग में भरा जाना है)
PART B (To be filled in the Bill Section)

यात्रा भत्ते संदये शुद्ध हकादारी.....रु. बनी है जिसके बारे के नीचे दिए हैं ।

The net entitlement on account of Leave Travel Concession works out to Rs.....as detailed below.

(क) रेल वायुयान/बस/स्टीमर यात्री भाड़ा /Railway/Air/Bus/Steamer fare

रु.....

(ख) वाउचर सं..... तारीख
के अनुसार लिए गए यात्रा भत्ता अग्रिम की रकम को यदि कोई हो, घटा दें ।

Less amount of advance drawn vide Voucher No.....

Dated.....

रु.....

शुद्ध रकम / Net Amount रु.....

व्यय.....में विकलनीय है।

The expenditure is debitable to.....

बिल लिपिक के आद्यक्षर
Initials of bill Clerk

आहरण और संचितरण अधिकारी के हस्ताक्षर
Signature of Drawing Disbursing Officer

प्रतिहस्ताक्षर
Countersign

नियंत्रक अधिकारी के हस्ताक्षर
Signature of the Controlling Officer

प्रमाणित किया जाता है कि आवश्यक प्रविष्टियां श्री/श्रीमति/कुमारी.....की सेवा पुस्तिका में दर्ज कर दी है।

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

अधिकारी के हस्ताक्षर
Signature of the Officer
अधिकृत अधिकारी द्वारा सेवा पुस्तिका में प्रविष्टियों को सत्यापन किया गया
Authorised to attest entries in the Service Book

CERTIFICATE TO BE GIVEN THE GOVERNMENT SERVANT*

1. I have not submitted any other claim so for Leave Travel Concession in respect of myself or My family members in respect of the block of the years.....and.....
2. I have already drawn T.A. for the Leave Travel Concession in respect of a journey performed by me/my wife with children. The claim is in respect to the journey performed by my wife/myself withchildren none of whom travelled with party on the earlier occasion.
3. I have not already drawn T.A. for the Leave Travel Concession in respect of a journey performed by me/my wife with children/.....children in respect of the block of two yearsand.....This claim is in respect in the journey proformed by my wife/my self withchildren/.....children none of whom availed of the concession relating to that block.
4. I have already drawn T.A. for the Leave Travel Concession in respect of a journey performed by me in the yearin respect of block of two years.....and..... This is against the concession admissible once every year in a prescribed block for visiting home town as all the members of my family are living away from place of work.
5. The journey has been performed by me/my wife.....children/..... children to the declared home town viz.....
6. That my husband/wife is not employed in Government.
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 two years.
7. Certified that my wife/husband 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 from his/her employer.
8. Certified that my wife/husband for whom L.T.C. is claimed is not employed is not employed in any Public Sector Undertaking/Corporation/Autonomous Body, financed wholly or partly owned by the Central Government, Local Body which provides LTC facilities to its employees and their families.

Signature of the Government Servant

L.T.C. CERTIFICATE CERTIFICATES TO BE GIVEN BY THE CONTROLLING OFFICER

Certified :

- (i) that Shri/Shrimati/Kumari (Name of the Government Servant)..... has rendered continous service for one year or more on the date of commencing the outward Journey.
- ** (ii) that necessary entries as required under para, 3 of the Ministry of Home O.M. No. 43/1/55-Ests. (A) Part II dated 11th October, 1956 have made in the Service book of Shri/Shrimati/Kumari.....

(Signature & Designation of the Controlling Officer)

*As per MHA OM No. 43/11/53-Estt.(A), Dt. 11.11. 1959
and No. 310 11/2/77-Estt.(A) dt. 3.2. 1979
**In case of Non-Gazetted Officers only



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