

ALL INDIA LTC BILL FOR THE BLOCK OF YEAR

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

PART-A

(To be filled up by the Govt. Servant)

1.	Name	:	
2.	Designation	:	
3.	Pay	:	
4.	Headquarter	:	
5.	Nature & Period of leave sanctioned	:	

6. Particulars of members of family in respect of whom the LTC has been claimed:

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

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

Date & Time	From	Date & Time	To	Fare paid Rs.	Particulars
PARTICULARS OF ONWARD JOURNEY					
PARTICULARS OF RETURN JOURNEY					
8. Amount of advance, if any, drawn				Rs.	

9. Details of journey(s) for which higher class of accommodation than the one to which the Govt. servant entitled, was used (Sanction No. & Date to be given)

Place		Mode of conveyance	Class to which entitled	Class by which actually traveled	Number of fares	Fare paid
From	To					

10. Particulars of journey(s) performed by road between places not connected by rail:

Name of place(s)		Class to which entitled	Rail Fare
From	To		

Certified that the:

1. Information, as given above below is true the best of my knowledge belief and.
2. That my husband/wife is not employed in Govt. service and the concession has not been availed of by him/her-separately or him/her or for any of the family of the concerned block of years.

Date:

Signature of Govt. Servant

Part –B

(to be filled in the Bill & Cash Section)

1. The net entitlement on account of LTC works out to Rs..... as details below:

a. Railway/Air/Bus/Steamer fare : Rs.

b. Less amount of advance drawn vide : Rs.

Voucher No.....

Dated:

Net amount : Rs.

2. The expenditure is debitable to :

Signature of Drawing & Disbursing Officer

Initial of Bill Clerk

Countersigned

Signature of Controlling Officer

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

*Signature of the Officer Authorized to
attested entries in the Service Book*