

**All India Institute of Medical Science
Rishikesh**

LEAVE TRAVEL CONCESSION BILL

1. Name :
2. Designation and Department :
3. Scale of Pay :
4. Declared destination and Block Year :
5. Nature and period of leave sanctioned :
Nature of leaveFrom.....To
6. Particulars of members of family in respect of whom the Leave Travel Concession has been claimed:

Sl.No.	Name	Age	Relationship with the Government servant

7. Detail of Journey (s) performed by Government servant and the members of his/her family.

S. no	Date	Departure	Arrival	Distance in km.	Mode of Travel	Class of Accommodation used	Fares paid		Remarks
							Rs.	p.	

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

9. Particulars of journey (s) for which higher class of accommodation than the Government servant is entailed, was used (sanction and date to be given)

Place	Mode of conveyance	Class to which entitled	Class by which actually traveled	No. of fares	Fair paid

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

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 /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 years..... to
3. 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 travels concession facilities but he /she not preferred and will not prefer, any claim in this behalf to his /her employed, and.
4. That my wife /husband for whom LTC is claimed by me is not employed in any public Sector Undertaking/Corporation/Autonomous body financed wholly or Partly by the Central Government or a local Body, which provides LTC facilities to its employees and their families.

Date.....

Signature of Government servant

PART B
(To be filled by the bill section)

1. The net entitlement on account of leave travel concession works out to
Rs.....

(Rupees) as detailed below

(a) Railway/Air/ Bus/ Steamer fare.....

(b) Less amount of advance drawn vide no. Dated.....

Net amount

2. The expenditure is debatable to.....

Dealing Hand

Drawing & Disbursing Officer

Registrar

**Countersigned
Controlling Officer (Sign)**

Certified that necessary entries have been made in the service book of

Signature of Officer authorized to entries in the Service Book).....