

**Gargi college**  
**(University of Delhi)**  
**Siri Fort Road, New Delhi – 110049**  
**LEAVE TRAVEL CONCESSION BILL**

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 by the Government Servant)

1. Name ..... 2. Designation.....Deptt.....

3. B.P. .... 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 Govt. Servant
1.			
2.			
3.			
4.			
5.			
6.			

7. Details of journey(s) performed by Government Servant and the members of his/her family.

Departure Date N Place	Arrival Date N Place	Distance in Km.	Mode of Travel	Class of Accom- modation	No. of Fare Tickets	Fairs Paid		Ticket No./ Remarks
						Rs.	P.	

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 no. and... date to be given)

Place		Mode of Travel	Class to which entitled	Class to which actually traveled	No. of fares	Fares Paid (Rs.)
From	To					

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

Name of Place		Class to which entitled	Rail Fare(Rs.)
From	To		

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..... and
3. That my husband/wife for whom L.T.C. is claimed by me is employed in .....

..... (name of the Public Sector Undertaking/Autonomous Body etc.)which provides Leave Travel Concession but he/she has not preferred and will not prefer, any claim in this behalf to his/her employer; and

4. That my wife/husband for whom L.T.C. 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 L.T.C. facilities to its employees and their families.

Date .....

Signature of Government Servant

**PART – B**

(To be filled by the Administration Section)

Certified that necessary entries have been made in the service book of Shri/Smt. Kum.....  
.....Her/His date of appointment is .....

Dealing Assistant

Section Officer (Admin)

A.O.

Principal

(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 .....Rs .....

Net Amount Rs. ....

Dealing Assistant

Section Officer (A/cs)

Bursar

Principal