# छुट्टी यास्रा रियायत बिल <br> Leave Travel Concession Bill 

वर्ष के ब्लाक के लिए / For the block Year $\qquad$ से / To $\qquad$
नोट : यह बिल दो प्रतियों में तैयारं किया जाना चाहिए - एक संदाय के लिए और दूसरी कार्यालय प्रति के रुप में
Note: This bill should be prepared in duplicate - one for payment and other as office copy
भाग - क (सरकारी सेवक द्वरा भरा जाएगा)
$\mathbb{P a r t}$ - $\mathbb{A}$ (To be filled up by Govermment Servant)

1. नाम / Name $\qquad$
2. पदनाम / Designation
3. वेतन / Pay $\qquad$
4. मुख्यालय / Headquarters $\qquad$
5. मंजूर की गई छुट्टी की प्रकृति और अवधि $\qquad$ से
Nature and period of leave sanctioned, from $\qquad$ To $\qquad$
6. कुटुम्ब के उन सदस्यों. की विशिष्टियोँ, जिनकी बाबत छुट्टी-यात्रा रियायत का दावा किया गया है।

Particulars of members of family in respect of whom the L.T.C. has been claimed

| क्रम संख्या <br> Sl. No. | नाम <br> Name | आयु <br> Age | सरकारी सेवक से संबंध <br> Relationship with the <br> Govt. Servant |
| :--- | :---: | :---: | :---: |
| 1. |  |  |  |
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7. सरकारी सेवक और उसके कुटूम्ब के सदस्यों द्वारा की गई यात्रा (यात्रायों) के ब्यौरे

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

| प्रस्थान <br> Departure |  | आगमन <br> Name |  | कि.मी. में दूरी / Distance in Kms | यात्रा का प्रकार और उपयोग की गई श्रेणी / Distance in Kms | भाडों की <br> संख्या / No of fares | संदत्त भाडा Fare paid Rs. | टिप्पण्णिया Remarks |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| तारीख और समय Date \& Time | $\begin{gathered} \text { से } \\ \text { To } \end{gathered}$ | तारीख और समय Date \& Time | $\begin{aligned} & \text { से } \\ & \text { To } \end{aligned}$ |  |  |  |  |  |
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8. ली गई अग्रिम की राशि, यदि कोई है

Amount of advance, if any, drawn Rupees
9. उस / उन यात्रा / यात्राओं की विशिष्टियां जिनके लिए सरकारी सेवक ने उस श्रेणी से, जिसका वह हकदार है. उच्चतर श्रेणी में वाससुविधा का उपयोग किया है। $\qquad$
Particulars of jourmey(s) for which higher class of accommodation than the one to which the Govt. servant is entitled was used (Sanction No. \& Date to be given)

| स्थान <br> Place |  | वाहन का प्रकार Mode of conveyance | वह श्रेणी जिसके लिए हकदार है Class to which entitled | वह श्रेणी जिसमें वास्तव में यात्रा की है <br> Class by which actually travelled | भाडों की संख्या No. of fares | संदत्त भाडा <br> Fare paid $\text { Rs. } \quad \text { P. }$ |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| $\begin{aligned} & \text { से } \\ & \text { From } \end{aligned}$ | $\begin{aligned} & \text { तक } \\ & \text { To } \end{aligned}$ |  |  |  |  |  |  |
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10. रेल से जुडे स्थांों के बीच सडक से की गई यात्रा (यात्राओं) की विशिष्टियाँ :-

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


यह प्रमाणित किया जाता है कि / Certified that the :-

1. उपरोक्त जानकारी मेरे सर्वोत्तम ज्ञान और विश्वास के अनुसार सत्य है, और

Information, as given above is true to the best of my knowledge and belief; and
2. मेरा / मेरी पति / पत्नी सरकारी सेवा में नियोजित नही है / मेरा / मेरी पति / पत्नी सरकारी सेवा में नियोजित है, और अपने रियायत का उपभोग अलग से या स्वयं के लिए या कुटुम्ब के किसी भी सदस्य के लिए सम्बन्धित $\qquad$ ब्नाक वर्ष के लिए नही किया।
That my husband / wife is not employed in government service that / my husband / wife is employed in Govenment service and the concession has not been availed of by him / her separately or himself / herself or for any of the family members for the concerned block of $\qquad$ years.

भाग - ख ( बिल अनुभाग द्वारा भरा जाएगा)
Part - B (To be filled in the Bill Section)

1. छुट्टी यात्रा रियायत की बाबत शुद्ध हकदारी रु $\qquad$ बनती है, जिसके ब्यौर नीचे दिए गए है।
The net entitlement on account of leave travel concession works out to Rs. as detailed balow :-
(क) रेल / वायुयान / बस / स्टीयर यात्री भाड़ा
(a) Railway / Air / Bus / Steamer fare

Rs. $\qquad$
(ख) वाऊचर संख्या $\qquad$ तारीख $\qquad$ के अनुसार ली गई अप्रिम राशि घटा दे।
(a) Less amount of advance drawn vide Voucher No. $\qquad$ Date $\qquad$ Rs. $\qquad$

शुद्ध रकम / Net Amount Rs. $\qquad$
2. व्यय $\qquad$ से विकलनीय है ।
The expenditure is debitable to

बिल लिपिक के आद्यक्षर Initials of Bill Clerk

आहरण और संबितरक अधिकरी के हस्तम्बर
Signature of Drawing \& Disbursing Officer

प्रतिहस्ताक्षरित / Countersigned

नियंत्रक अधिकारी के हस्ताक्षर / Signature of Controlling Officer

प्रमाणित किया जाता है कि श्री / श्रीमती / कुमारी $\qquad$
की सेवा पुस्तिका में आवश्यक प्रविष्टियाँ कर दी गई है।
Certified that necessary entries have been made in Service Book of Sbri / Shrimati / Ku. $\qquad$

## $\mathbb{L} \cdot T \cdot \mathbb{C} \cdot \mathbb{C E R T I F I C A T E}$ <br> $\mathbb{C}_{\mathrm{L}} \cdot \operatorname{RTIFICATES} \operatorname{TO}$ BE GIVEN $\mathbb{B Y}$ THE $\mathbb{C O N T R O L L I N G ~ O F F I C E R}$

## Certified -

(i) that Shri / Srimati / Kumari (Name of the Govt. Servant) $\qquad$ has rendered continuous 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 Affair O.M. No. 43/ 1/55-Ests. (A) Estt/II, dated 11th October, 1956 have been made in the Service book of Shri / Shrimati / Kumari $\qquad$
(Signature Designation \& the Controlling Officer)

## CERTIFICATE TO BE GIVEN BY THE GOVT. SERVANT

1. I have not submitted any other claim so far for Leave Travel Concession in respect of myself or my family members in respect of the block of the years 19 $\qquad$ and $\qquad$
2. I have already drawn T.A. for the Leave Travel Concession in respect of a journey performed by me / my wife with $\qquad$ children. The claim is in respect of the journey performed by my wife / myself with $\qquad$ children none of whom travelled with the 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 $\qquad$ children in respect of the block of two years 19 $\qquad$ and 19 $\qquad$ This claim is in respect of the journey proformed by my wife / myself / with $\qquad$ children none of whom availed of the concession relating to that block.
4. The Journey has been performed by me / my wife with $\qquad$ children to the declared home town viz $\qquad$
5. Certified that my wife / husband for whom L.T.C. is claimed by me is employed in $\qquad$ (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 prefar, any claim in this behalf to his / her employer.
6. Certified 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 LTC facilities to its employees and their families.

Signature of the Govt. servant.

