

# Central University of South Bihar, Gaya

## 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 in by the Government servant)

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

3. Pay..... 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 | Age | Relationship |
|---------|------|-----|--------------|
|         |      |     |              |
|         |      |     |              |
|         |      |     |              |
|         |      |     |              |
|         |      |     |              |
|         |      |     |              |

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

| Departure | Arrival | Distance in KM | Mode of Travel | Class of Accommodation used | No. of fares | Fares paid Rs. | Remarks |
|-----------|---------|----------------|----------------|-----------------------------|--------------|----------------|---------|
|           |         |                |                |                             |              |                |         |
|           |         |                |                |                             |              |                |         |
|           |         |                |                |                             |              |                |         |
|           |         |                |                |                             |              |                |         |
|           |         |                |                |                             |              |                |         |
|           |         |                |                |                             |              |                |         |
| Total     |         |                |                |                             |              |                |         |

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

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

| Place From | Place To | Mode of conveyance | Class to which entitled | Class by which actually travelled | No. of fares | Fares paid Rs. P |
|------------|----------|--------------------|-------------------------|-----------------------------------|--------------|------------------|
|            |          |                    |                         |                                   |              |                  |
|            |          |                    |                         |                                   |              |                  |

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

| Name of the places |    | Class to which entitled | Rail Fare |    |
|--------------------|----|-------------------------|-----------|----|
| From               | To |                         | Rs.       | P. |
|                    |    |                         |           |    |

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 year ..... 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. Financed wholly or partly by the Central Government or a Local Body, which provides Leave Travel Concession facilities to tis employees and their families.

Date.....

Signature of Government Servant

**PART B**

(To be filled in by the Bill Section)

1. The net entitlement on account of leave travel concession works out to ..... (Rupees .....) as detailed below –
  - (a) Railways/Air/Bus/Steamer fare.....
  - (b) Less amount of advance drawn ..... vide Vr. No. .... Dated .....

Net amount payable .....
2. The expenditure is debitable to .....

Accounts Assistant

Disbursing Officer

Controlling Officer