

# 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	To	Mode of conveyance	Class to which entitled	Class by which actually travelled	No. of fares	Fares paid Rs. P