

उप - बिल सं. / Sub Bill No. \_\_\_\_\_

**छुट्टी यात्रा रियायत बिल / Leave Travel Concession Bill**For the Block of year \_\_\_\_\_ To \_\_\_\_\_  
से \_\_\_\_\_ तक के वर्ष के ब्लॉक के लिए छुट्टी यात्रा रियायत बिल**टिप्पण** :- यह बिल दो प्रतियों में तैयार किया जाना चाहिए। एक संदाय के लिए और दूसरी कार्यालय प्रति के रूप में।**NOTE** :- This Bill should be prepared in duplicate-one for payment and the other as office copy.**भाग - क / PART - A**

(सरकारी सेवक द्वारा भरा जाएगा / To be filled up by the Government Servant)

1. नाम / Name : \_\_\_\_\_
2. पदनाम / Designation : \_\_\_\_\_
3. वेतन / Pay : \_\_\_\_\_
4. मुख्यालय / Head-Quarters : \_\_\_\_\_
5. मंजूर की गई छुट्टी की प्रकृति और अवधि / Nature and period of leave / sanctioned. From \_\_\_\_\_ to \_\_\_\_\_
6. कुटुम्ब के उन सदस्यों की विशिष्टियां जिनकी बाबत छुट्टी यात्रा रियायत का दावा किया गया है।  
Particulars of the members of family in respect of whom the L. T. C. has been claimed.

क्रम. सं. S. No.	नाम Name	आयु Age	सरकारी सेवक से संबंध Relationship with the Govt. Servant
1	2	3	4
1.			
2.			
3.			
4.			
5.			
6.			
7.			

7. सरकारी सेवक और साथ ही उसके कुटुम्ब के सदस्यों द्वारा की गई यात्रा (यात्राओं) के ब्योरे।

Details of Journey(s) performed by the Government Servant as well as members of his / her family.

प्रस्थान / Departure		आगमन / Arrival		कि. मी. में दूरी Distance in Kms.	यात्रा का प्रकार और उपयोग की गई श्रेणी Mode of travel and class of accommodation used	भाड़ों की संख्या No. of Fares	संदत्त भाड़ा Fare Paid		टिप्पणियां Remarks
तारीख और समय Date and time	से From	तारीख और समय Date and time	तक To				रु. Rs.	पै. P.	
1	2	3	4	5	6	7	8	9	

8. ली गई अग्रिम की राशि यदि कोई है / Amount of advance, if any drawn, Rs. \_\_\_\_\_ रु.

9. उस / उन यात्रा / यात्राओं की विशिष्टियां जिनके लिए सरकारी सेवक ने उस श्रेणी से, जिसका वह हकदार है, उच्चतर श्रेणी में वास - सुविधा का उपयोग किया है । / Particulars of journey(s) for which higher class of accomodation than the one to which the Govt. servant is entitled, was used (Sanction No. and date to be given.)

स्थान / 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 Class by which actually travelled	भाड़ों की संख्या No. of Fares	संदत भाड़ा Fare Paid	
से / From	तक / To					रु. Rs.	पै. P.
1	2	3	4	5	6	7	

10. रेल से जुड़े स्थानों के बीच सड़क से की गई (यात्राओं) की विशिष्टियां ।  
Particulars of Journey(s) performed by Road between places connected by Rail.

स्थानों का नाम / Name of Places		वह श्रेणी जिसके लिए हकदार है Class to which entitled	रेल भाड़ा Fare Paid	
से / From	तक / To		रु./Rs.	पै./P.
1	2	3	4	

Certified that the :-

- उपरोक्त जानकारी मेरे सर्वोत्तम ज्ञान और विश्वास के अनुसार सत्य है । और  
Information, as shown above is true to the best of my knowledge and belief; and
- मेरा पति / मेरी पत्नी सरकारी सेवा में नियोजित नहीं है / मेरा पति / मेरी 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 सम्बंधित \_\_\_\_\_ ब्लाक वर्ष के लिए नहीं किया है ।

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 for any of the family members for the concerned block of \_\_\_\_\_ years.

( \_\_\_\_\_ )

सरकारी सेवक के हस्ताक्षर  
Signature of the Government Servant

तारीख / Date : \_\_\_\_\_

**भाग - ख / PART - B**

(बिल अनुभाग द्वारा भरा जाएगा / To be filled in the Bill Section)

1. छुट्टी यात्रा रियायत की बाबत शुद्ध हकदारी \_\_\_\_\_ रु. बनती है, जिसके ब्यौरे नीचे दिए गए हैं :-  
The net entitlement on account of leave travel concession works out to Rs. \_\_\_\_\_  
as detailed below :-

(क) रेल या वायुयान / बस / स्टीमर यात्रा भाड़ा \_\_\_\_\_ रु.

(a) Railway / Air / Bus / Steamer fare :- Rs. \_\_\_\_\_

(ख) वाउचर सं. \_\_\_\_\_ तारीख \_\_\_\_\_  
के अनुसार ली गई अग्रिम की राशि घटा दें।

(b) Less Amount of advance drawn vide :- Rs. \_\_\_\_\_

Voucher No. \_\_\_\_\_ Dated \_\_\_\_\_

शुद्ध रकम / Net Amount Rs. \_\_\_\_\_

2. व्यय \_\_\_\_\_ में विकलनीय है।

The expenditure is debitable to \_\_\_\_\_

बिल लिपिक के आद्याक्षर  
Initials of Bill Clerk

आहरण और संवितरक अधिकारी के हस्ताक्षर  
Signature of Drawing & Disbursing Officer

प्रतिहस्ताक्षरित  
COUNTERSIGNED

नियंत्रक अधिकारी के हस्ताक्षर  
Signature of Controlling officer

प्रमाणित किया जाता है कि श्री / श्रीमती / कुमारी \_\_\_\_\_  
की सेवा पुस्तिका में आवश्यक प्रविष्टियां कर दी गई हैं।

Certified that necessary entries have been made in the Service Book of  
Shri / Shrimati / Miss. \_\_\_\_\_

सेवा पुस्तिका में प्रविष्टियों को सत्यापित करने के लिए  
प्राधिकृत अधिकारी के हस्ताक्षर  
Signature of the Officer Authorised to attest  
entries in the Service Book



**L. T. C. CERTIFICATE**  
**CERTIFICATES TO BE GIVEN BY THE CONTROLLING OFFICER**

Certified :-

- (i) That Shri / Shrimati / Kumari (Name of the Govt. servant) \_\_\_\_\_  
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 Affairs O. M. No. 43/1/55-Ests. (A) Part II, dated 11th October, 1956 have been made in the Service Book of Shri / Shrimati / Kumari \_\_\_\_\_

(Signature & Designation of 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 200 \_\_\_\_\_ and 200 \_\_\_\_\_
2. I have already drawn T. A. for the Leave Travel Concession in respect of a journey performed by me / my wife with \_\_\_\_\_ children. This claim is in respect of the journey performed by my wife / myself with \_\_\_\_\_ 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 \_\_\_\_\_ children / \_\_\_\_\_ children. In respect of the block of two years 200 \_\_\_\_\_ and 200 \_\_\_\_\_ this claim is in respect of the journey performed by my wife / myself with \_\_\_\_\_ children / \_\_\_\_\_ children none of whom availed of the concession relating to that block.
4. I have already drawn T. A. for the Leave Travel Concession in respect of a journey performed by me in the year, 200 \_\_\_\_\_ in respect of block of two years 200 \_\_\_\_\_ and 200 \_\_\_\_\_. This claim is in respect of the journey performed by me in the year 200 \_\_\_\_\_. This is against the concession admissible once every year in a prescribed block for visiting home town as all the members of my family are living away from Place of work.
5. The journey has been performed by me / my wife with \_\_\_\_\_ children / \_\_\_\_\_ children to the declared home town viz. \_\_\_\_\_
6. That my husband / wife is not employed in Government.  
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 two years.
7. Certified that my wife / husband for whom L. T. C. is claimed by me is employed in \_\_\_\_\_  
\_\_\_\_\_ (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 prefer, any claim in this behalf to his / her employer.
8. 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 Local Body, which provides L. T. C. facilities to its employees and their families.

Signature of the Govt. Servant