छुट्टी यात्रा रियायत बिल / Leave Travel Concession Bill _____То___ For the Block of year _____ से तक के वर्ष के ब्लाक 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 रुप 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 : _ पदनाम / Designation : _____ 2. . वेतन / Pay : _____ 3. मुख्यालय / Head-Quarters : _____ 4. मंजूर की गई छुट्टी की प्रकृती और अवधि / Nature and period of leave / sanctioned. From ______ to _____to 5. कुटम्ब के उन सदस्यों की विशिष्टियां जिनकी बाबत छुट्टी यात्रा रियायत का दावा किया गया है । 6. Particulars of the members of family in respect of whom the L. T. C. has been claimed. नाम क्रम. सं सरकारी सेवक से संबंध आय् Name S. No. Age Relationship with the Govt. Servant 2 3 4 1 1. 2. 3. 4. 5. 6. 7. सरकारी सेवक और साथ ही उसके कुटुम्ब के सदस्यों द्वारा की गई यात्रा (यात्राओं) के ब्योरें । 7. Details of Journey(s) performed by the Government Servant as well as members of his / her family. प्रस्थान / Departure आगमन / Arrival कि.मी. यात्रा का प्रकार भाडों की संदत्त भाडा टिप्पणियां में दूरी और उपयोग की तारीख तारीख संख्या से तक Fare Paid Remarks То No. of From Distance गई श्रेणी और समय और समय in Kms. Mode of travel Fares Date Date and class of and time and time accommodation used 2 7 9 3 4 5 8 1 6 पै. रु. Rs P. .

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

उप - बिल सं. / Sub Bill No._____

. रु

जी.ए.आर. - 14 (ग) / GAR - 14 (C)

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	वह श्रेणी जिसके	वह श्रेणी जिसमें	भाड़ों की	संदत्त भाड़ा	
से / From	तक / To	Mode of conveyance	लिए हकदार है Class to which entitled	वास्तव में यात्रा की है Class by which actually travelled	संख्या No. of Fares	Fare Paid	
1	2	3	4	5	6	7	
р У К	•		Ł			रु. Rs.	पै. P.
		5	* .			ñ	
·							
		×		4		5	
		*					
	a	2		L. S.			
			- -				
e	S			r	·		
1	-			-	0	×	~
		. 7			e v i		

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	रेल भाड़ा Fare Paid	
से / From	तक / To	Class to which entitled		
1	2	3	4	
			रु./Rs. पै./P.	
м				
			а. С	
	¥I.			

Certified that the :-

1) 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

2) 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 संम्बधित ______ 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 को बाबत शुध्द हकदारी	
	The net entitlement on account of leave travel concession works out to Rs as detailed below :-	· · · · · · · · · · · · · · · · · · ·
	(क) रेल या वायुयान / बस / स्टीमर यात्रा भाड़ा	
•	(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 _•	
	शुध्द रकम / Net Amount	Rs.
x d		· · · · ·

~		में विकलनीय है।
2.	व्यय	
	The expenditure is debitable to	
	बिल लिपिक के आद्याक्षर Initials of Bill Clerk	
		आहरण और संवितरक अधिकारी के हस्ताक्षर Signature of Drawing & Disbursing Officer
		Signature of Drawing & Disbursing Officer
		प्रतिहस्ताक्षरित
		COUNTERSIGNED
	and the second	
		नियंत्रक अधिकारी के हस्ताक्षर
r "		Signature of Controlling officer
.,		
	प्रमाणित किया जाता है कि श्री / श्रीमती / कुमारी	
की र	सेवा पुस्तिका में आवश्यक प्रविष्टियां कर दी गई हैं ।	
	Certified that necessary entries have been made in the Service E	Book of
Shri	/ Shrimati / Miss.	
	सेव	ा पुस्तिका में प्रविष्टियों को सत्यापित करने के लिए
	Si	प्राधिकृत अधिकारी के हस्ताक्षर gnature of the Officer Authorised to attest
		entries in the Service Book

L. T. C. CERTIFICATE

CERTIFICATES TO BE GIVEN BY THE CONTROLLING OFFICER

Certified :-

- (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 _____
- 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 / _____ 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 / _____
- 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.

 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