





**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