

SAHA INSTITUTE OF NUCLEAR PHYSICS

Form T.R.25C CENTRAL
GAR-14-C

Sub-Bill No.....

LEAVE TRAVEL CONCESSION BILL

(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:

[a] Nature of leave: _____ [b] Period: From _____ to _____

6. Particulars of the members of the family in respect of whom LTC has been claimed:

Sl.No.	Name (s)	Age	Relationship with the Govt. Servant
1.			
2.			
3.			
4.			
5.			
6.			

7. Details of journey(s) performed by the Govt. servant & members of his/ her family:

Departure			Arrival			Distance in Km.	Mode of Travel	Class of Accommodation used	No. of fares	Fare Paid		Remarks
Date	Time	From	Date	Time	To					Rs.	Ps.	

8. Amount of Advance, if any, drawn: Rs. _____

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)

Name of Place		Mode of conveyance	Class to which entitled	Class by which actually traveled	No. of fares	Fare Paid	
From	To					Rs.	Ps.

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

Name(s) of place(s)		Class to which entitled	Rail fare	
From	To		Rs.	Ps.

CERTIFIED THAT-

- 1) The information as given above, is true to the best of my knowledge and belief;
- 2) That my husband/ wife is / 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 or himself/ herself or for any of the family members for the concerned block of years 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 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 and,
- 4) That my wife / husband for whom LTC is claimed by me is not employed in any 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 its employees and their families.

Date:

Signature of the Govt. Servant.

PART-B

(To be filled in by the Bill section)

1. The net entitlement on account of Leave Travelling Concession works out to Rs..... (Rupees _____) as detailed below:

a) Railways/ Air/ Bus/ Steamer fares

b) Less amount of advance of TA, if any, drawn vide Voucher

No. _____ dated _____ ...

Net amount ...

Rounded off

Rs.	P.

2. The expenditure is debitable to _____

Prepared /Checked By

Accounts Officer

Dy. Controller of Accounts

Registrar

Director

Certified that the necessary entries have been made in the Service Book of

Shri/Smt./Kum.....

**Signature of the Officer authorized to attest entries in the Service Book
(Establishment Officer)**