

## G.A.R-14 C

Sub-bill No.: .....

**LEAVE TRAVEL CONCESSION BILL**  
**FOR THE BLOCK OF YEAR: ..... To .....**

Note: This bill should be prepared in duplicate : one for payment and the other as office copy.

**PART—A (To be filled up by Government servants)**

1. Name : .....
2. Designation : .....
3. Pay : .....
4. Headquarters : .....
5. Nature and period of leave sanctioned : .....
- : From ..... To .....

6. Particulars of members of family in respect of whom the L.T.C. has been claimed:

Sl. No.	Age	Relationship with the Government servant
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

7. Details of journey (s) performed by Government servant and the members of his/her family.

Departure		Arrival		Distance in Km(s)	Mode of Travel & class of accommodation used	No. of fares	Fair paid (Rs.)	Remarks
Date & time	From	Date & time	To					

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. & Date to be given).

Place		Mode of conveyance	Class to which entitled	Class by which actually traveled	No. of fares	Fare paid	
From	To					Rs.	P.

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

Name of Place		Class to which entitled	Rail fare Rs.
From	To		

Certified that:

1. The information as given above is true to the best of my knowledge and belief.
2. 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 or himself/herself or for any of the family members for the concerned block of ..... years.

Date: .....

Signature of Government servant

**PART—B (To be filled in the Bill Section)**

1. The net entitlement on account of leave travel concession works out to Rs. .... as detailed below:-

(a) Railway/Air/Bus/Steamer fare	Rs.
(b) Less amount of advance drawn vide Voucher No. .... Dated .....	Rs.
Net Amount	Rs.
2. The expenditure is debatable to	

Initial of Bill Clerk

Signature of Drawing & Disbursing Officer

Countersigned  
Signature of Controlling Officer

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

Signature of the Officer  
authorised to attest entries in the Service Book