

For the block of Year To

1. Name
2. Designation
3. Pay
4. Head-Quarters
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. 1	Name 2	Age 3	Relationship with the Govt. Servant 4
1			
2			
3			
4			
5			
6			
7			

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

[illegible]

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 Govt. Servant is entitled, was used) (Sanction No. and date to be given.)

PLACE		Mode of Conveyance	Class to which entitled	Class by which actually travelled	No. of Fares	Fare Paid	
From	To					Rs.	P.
1	2	3	4	5	6	7	

10. Particulars of journey (s) performed by Road between places connected by Rail.

NAME OF PLACE		Class to which entitled	Fare Paid	
From	To		Rs.	P.
1	2	3	4	

Certified that the:

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

Signature of Government Servant
Dated:.....

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

Rs.....

Voucher No..... Dated.....

Net Amount

2. The expenditure is debit to
Initials 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/Shrimati/Miss :

Signature of the Officer authorised
to attest entries in the service Book.

Note: Please enclose permission/sanction of competent authority for grant of this LTC.