

**NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE**

**NEW MEHRAULI ROAD, MUNIRKA, NEW DELHI -110067.**

**LEAVE TRAVEL CONCESSION BILL FOR THE BLOCK OF YEAR \_\_\_\_\_**

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 Servant)

1. Name \_\_\_\_\_ 2. Designation \_\_\_\_\_  
 4. Pay \_\_\_\_\_ 4. Headquarters \_\_\_\_\_  
 5. Nature and period of leave sanctioned \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
 6. Particulars of members of family in respect of whom the LTC has been claimed :

S.No.	Name	Age	Relationship with the Govt. servant
1.			
2.			
3.			
4.			
5.			
6.			

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

Departure Date & Time	From	Arrival Date & Time	To	Distance In Km.	Mode of Travel & class of accommodation used	No. of fares	Fare paid	Remarks

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. & date to be given):

From	Place To	Mode of conveyance	Class to which entitled	Class by which actually traveled	No. of fares	Fares paid (Rs.)

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

Name of place		Class to which entitled	Rail Fare
From	To		

Certified that

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 Govt. 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.

Dated \_\_\_\_\_

(Signature of Govt. Servant)

**PART – B**

(To be filled in the Bill Section)

1. The net entitlement on account of Travelling Allowance works out to Rs. \_\_\_\_\_ as detailed below:

- |  |           |
|--|-----------|
| a. Railway/Air/Bus/Steamer fare                | Rs. _____ |
| b. Road Mileage for _____ kms. @ _____ per km. | Rs. _____ |
| c. Transfer Grant                              | Rs. _____ |
| d. Transfer incidents (DA for _____ days)      | Rs. _____ |
| e. Transportation of personal effects          | Rs. _____ |
| f. Transportation of Private Conveyance        | Rs. _____ |

**Gross Amount**

Rs. \_\_\_\_\_

- g. Less amount of advance(s) if any, drawn  
Vide voucher(s) no. \_\_\_\_\_ dated \_\_\_\_\_

Rs. \_\_\_\_\_

**Net Amount**

Rs. \_\_\_\_\_

2. The expenditure is debitable to **L.T. C. Final.**

Initial of  
Bill Clerk

Accountant

Signature of Drawing & Disbursing Officer

Countersigned

Signature of Controlling Officer

Passed for payment for Rs. \_\_\_\_\_ Rupees \_\_\_\_\_ only)

Accounts Officer

NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE, NEW DELHI

**CERTIFICATE COUNTERSIGNED BY GOVERNMENT 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 two/four years 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. The journey has been performed by me/my wife with children to the declared Home Town/Bharat Darshan (Viz. \_\_\_\_\_)
4. That my husband/wife is/is not employed in Govt. 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 or any of the family members for the concerned block of Two/Four Years.

(Signature of the Govt. Servant)

(Certificate to be given by the Controlling Officer)

**Certified that:**

- I. Shri/Smt/Miss\_\_\_\_\_ has remained continuous service for one year or more of the date of commencing the outward journey.
- II. Necessary entries as required under para 3 of the Ministry of Home Affairs O.M. No. 43/1/55-Estt. (A) Part I dated the 11th Oct. 1956 have been made in the Service Book of Shri/Smt./Miss\_\_\_\_\_

(Signature & Designation of the Controlling Officer)