

Sub Bill No. ....

**LEAVE TRAVEL CONCESSION BILL                      GAR-14 C**  
**For the block year \_\_\_\_\_ [(See Rule 66(1)&90(1) (i)]**

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

**PART A – (TO BE FILLED BY THE GOVERNMENT SERVANT)**

1. Name :
2. Designation :
3. Pay at the time of transfer :
4. Headquarters
5. Nature and period of leave sanctioned                      From..... To .....
6. Particulars of the members of family in respect of whom the LTC has been claimed.

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

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

Departure		Arrival		Mode of travel and class of accommodation used	No. of fares	Fare paid	Distance on Kms	Remarks
Date and time	from	Date and time	To					
1	2	3	4	5	6	7	8	

8. Amount of advance, if any drawn

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).

<u>Name of Places</u>		Mode of Conveyance used	Class to which entitled	Class by which traveled	No. of fares	Fare paid	
From	To					Rs.	P.

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

<u>Name of places</u>		Class of which entitled	Fare paid	
From	To		Rs.	P.

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 been availed of him/her separately or himself here or for any of the family members for the concerned block of \_\_\_\_\_year.

(-----)  
Signature of the Government servant  
Date.....

**PART B (TO BE FILLED IN THE BILL SECTION)**

**1. The** net settlement on account of leave travel concession works out to Rs. \_\_\_\_\_  
\_\_\_\_\_ as detailed below:

- a) Railway/air/bus/steamer fare Rs.-----
- b) Less amount of advances if any,  
drawn vide voucher No.\_\_\_\_\_ dated\_\_\_\_\_ Rs. ....

Net amount Rs.-----

2. The expenditure is debit able to \_\_\_\_\_

Initials of bill clerk

Signature of Drawing & disbursing officer

Countersign

Signature of Controlling Officer

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

Signature of the officer  
authorized to attest entries in the Service Book