

Form T.R. 25  
GAR-14-C  
Sub-Bill  
LTC

Sub-Bill No.....

### LEAVE TRAVEL CONCESSION BILL

For the Block of Years.....To.....  
[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. Scale of Pay: .....

4. Headquarters: .....

5. Nature and period of leave sanctioned:

Nature of leave.....

From.....To.....

6. Particulars of members of family in respect of whom the Leave Travel Concession has been claimed:

Sl. No.	Name(s)	Age	Relationship with the Government servant

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

Departure	Arrival	Distance in km	Mode of travel	Class of Accommodation used	No. of fares	Fares paid		Remarks
						Rs.	P.	

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):

Place		Mode of Conveyance	Class to which entitled	Class by which actually travelled	No. of fares	Fares paid	
From	To					Rs.	P.

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

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

CERTIFIED THAT----

1. The information as given 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 for 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 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 financed wholly or partly by the Central Government or a Local Body, which provides LTC facilities to its employees and their families.

Date.....

Signature of Government Servant

**PART B**

[To be filled in by the Bill Section]

1. The net entitlement on account of leave travel concession works out to Rs. ....

(Rupees.....  
.....) as detailed below---

	Rs.	P.
(a) Railway/Air/Bus/Steamer fare .... ..		
(b) Less amount of advance drawn vide Vr. No.....dated.....		
Net amount		

2. The expenditure is debitable to .....

Bill Clerk

Drawing and Disbursing Officer

Countersigned

Controlling Officer

Certified that 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)

**CERTIFICATES TO BE GIVEN BY THE 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 years 20.....and 20.....
2. I have already drawn TA 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”, viz.....
4. That my husband/wife is not employed in Government Service.

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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 years.

Signature of the Government Servant

**Form**

**Application Form for grant of LTC advance**

1. Name of the Government servant.....
2. Designation.....
3. Date of entering the Central Government Service.....
4. Pay + SI + NPA.....
5. Whether permanent or temporary.....
6. Home Town as recorded in the service book.....
7. Whether wife/husband is employed and if so whether entitled to LTC.....
8. Whether the concession is to be availed for visiting home town, and if so block for which LTC is to be availed
9. (a) If the concession is to visit “anywhere in India”, the place to be visited.....  
(b) Block for which to be availed.....
10. Single rail fare/bus fare from the headquarters to home town/place of visit by shortest route.....
11. Persons in respect of whom LTC is proposed to be availed.....

Sl. No.	Name and age	Relationship
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12. Amount of advance required                      Rs.

I declare that the particulars furnished above are true and correct to the best of my knowledge. I undertake to produce the tickets for the outward journey within ten days of receipt of the advance.

In the event of cancellation of the journey or if I fail to produce the tickets within ten days of receipt of advance, I undertake to refund the entire advance in one lumpsum

Date

Signature

#### CHECK-LIST

(For use in office)

1. Particulars in Cols. 1 to 6 verified.....
2. Amount entitled for reimbursement Rs.....
3. Advance admissible (90% of amount in 2)  
Advance of Rs.....may be sanctioned.

DDO

A.O