

NATIONAL INSTITUTE OF EDUCATIONAL PLANNING & ADMINISTRATION
17-B, Sri, Aurobindo Marg, New Delhi – 110016

14/G.A.R.14
25/T.R.25-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 servant)

1. Name..... 2. Designation.....
3. Pay/G.Pay 4. Headquarters.....
5. Nature and period of leave sanctioned, from.....to.....
6. Particulars of members of family in respect of whom L.T.C 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		Arrival		Distance in KMs	Mode of Travel and Class of accommodation used	No. of fares	Fare 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 Govt. servant is entitled, was used (Sanction Number 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) of performed by road between places connected by rail :-

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

1. Information, as given above it 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 or himself / herself or far any of the family members for the connected block of.years.

Signature of Government servant

Date:

PART-B (To be filled in the Bill Section)

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

(a) Railways/Air/Bus/Steamer fare Rs.

(b) Less amount of advance drawn vide Voucher No..... date.....Rs.....

Net Amount /Rs.....

2. The expenditure is debitable to

Initials of Bill clerk

Signature of D.D.O.

Countersigned

Signature of Controlling Officer

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

Signature of the Officer authorized to attest entries in the Service book