

टिप्पणी : इस बिल की दो प्रतियों में एक संदाय के लिए और दूरी कार्यालय प्रति के रूप में तैयार किया जाना चाहिए।
Note : This bill should be prepared in duplicate one for payment and the other as office copy.

भाग क (सरकारी सेवक द्वारा भरा जाना है)
PART A (To be filled up by Government servant)

- | | | |
|----|--|-------------|
| 1. | नाम / Name | |
| 2. | पदनाम / Designation | |
| 3. | वेतन / Pay | |
| 4. | मुख्यालय / Headquarters | |
| 5. | अवकाश का स्वरूप तथा अवधि मंजूर की गई
Nature and period of leave sanctioned From | से
to तक |
| 6. | परिवार के सदस्यों का विवरण जिनके लिए यात्रा भत्ते का दावा किया गया।
Particulars of members of family in respect of whom the LTC has been claimed. | |

[illegible]

- | | |
|----|--|
| 7. | सरकारी कर्मचारी तथा परिवार के सदस्यों द्वारा की गई यात्रा/यात्राओं का विवरण ।
Details of journey (s) Performed by Government servant and the members of his/her family. |
|----|--|

[illegible]

10. रेल से जुड़े स्थानों के बीच सड़क से की गई यात्रा / यात्राओं के बारे में -
Particulars of journey (s) performed by road between places connected by rail -

प्रमाण-पत्र
CERTIFICATE

1. प्रमाणित किया जाता है उपरोक्त जानकारी मेरे सर्वोत्तम ज्ञान और विश्वास के अनुसार सत्य है।
Certified that the Information as given above, is true to the best of my knowledge and belief.
2. कि मेरा पति/पत्नी सरकारी विभाग में सेवावृत्त नहीं है / कि मेरा पति / पत्नी सरकारी सेवा में है / तथा यात्रा भत्ता उसके / मेरे द्वारा या किसी अन्य सदस्य द्वारा वर्ष वर्ष में नहीं लिया गया है।
That my husband/wife is not employed in Government service/that my husband is employed in Government service and the concession has not been availed of by him/her separately of himself/herself or for any of the family members for concerned block of years.

(.....)
सरकारी सेवक के हस्ताक्षर
Signature of Government Servant

भाग ख (बिल अनुभाग में भरा जाना है)
PART B (To be filled in the Bill Section)

यात्रा भत्ते संदये शुद्ध हकादारी रु. बनी है जिसके ब्यौरे के नीचे दिए हैं ।
The net entitlement on account of Leave Travel Concession works out to as detailed below.

Rs.....

(क) रेल वायुदान/बस/स्टीमर यात्री भाड़ा /Railway/air/bus/steamer fare.....

Rs.....

(ख) वाउचर सं० तारीख के अनुसार लिए गए यात्रा भत्ता /
अग्रिम की रकम को यदि कोई हो, घटा दें ।

Less amount of T.A. advance if any drawn vide voucher No. date.....

Rs.....

शुद्ध रकम/ Net amount Rs.....

2. व्यय में विकलनीय है ।

2. The expenditure is dabitable to

बिल लिपिक के आद्यक्षर
Initials of bill clerk

आहरण और सवितरण अधिकारी के हस्ताक्षर
Signature of Drawing Disbursing Officer

प्रतिहस्ताक्षरित
Countersigned

नियंत्रक अधिकारी के हस्ताक्षर
Signature of the Controlling Officer

प्रमाणित किया जाता है कि आवश्यक प्रविष्टियां श्री/श्रीमती/कुमारी की सेवा पुस्तिका में दर्ज कर दी है ।
Certified that necessary entires have been made in the Service Book of Shri/Smt/Miss.....

अधिकारी के हस्ताक्षर
Signature of the Officer

अधिकृत अधिकारी द्वारा सेवा पुस्तिका में प्रविष्टियों को सत्यापन किया गया ।
Authorised to attest entries in the Service Book.

Passed for Rs.....Rupees.....

Signature of the Controlling Office

FOR USE IN ACCOUNTS BRANCH/PAY & ACCOUNTS OFFICE

Voucher No.....Dt.....

Pay Rs.....Rupees.....

vide Cheque No.....Dt.....

Signature of Drawing Disbursing Office

L.T.C. CERTIFICATE
CERTIFICATES TO BE GIVEN BY THE CONTROLLING OFFICER

Certified :

- (i) that Shri/Shrimati/Kumari (Name of the Govt. servant).....
has rendered continuous service for one year or more on the date of commencing the outward Journey.
- (ii) that necessary entries as required under para, 3 of the Ministry of Home Affairs O.M. No. 43/1/55-Ests. (A) Part II,
dated 11th October, 1956 have been made in the Service book of Shri/Shrimati/Kumari.....

(Signature & Designation of the Controlling Officer)

CERTIFICATE TO BE GIVEN BY THE GOVT. SERVANT

1. I have not submitted any other claim so for Leave Travel Concession in respect of myself or My family members in respect of the block of the years 19.....and.....
2. I have already drawn T.A. for the Leave Travel Concession in respect of a journey performed by me/my wife with..... children. The claim is in respect to the journey performed by my wife/myself with..... children none of whom travelled with the party on the earlier occasion.
3. I have not already drawn T.A. for the Leave Travel Concession in respect of a journey performed by me/my wife with..... children/..... children in respect of the block of two years 19.....and 19..... This claim is in respect in the journey performed by my wife/myself with..... children/..... children none of whom available of the concession relating to that block.
4. I have already drawn T.A. for the leave Travel Concession in respect of a journey performed by me in the year 19.....in respect of block of two years 19.....and 19..... This claim is in respect of the journey performed by me in the year 19..... This is against the concession admissible once every year in a prescribed block for visiting home town as all the members of my family are living away from place of work.
5. The journey has been performed by me/my wife..... children/..... children to the declared home town viz.....
6. That my husband /wife is not employed in Government.....
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 two years.
7. Certified that my wife/husband for whom L.T.C. 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 has not preferred and will not prefer, any claim in this behalf to his/her employer.
8. Certified that my wife/husband for whom L.T.C. is claimed by is not employed in any Public Sector Undertaking/Corporation/Autonomous Body. Financed wholly or partly by the Central Government of Local Body which provides LTC facilities to its employees and their families.

Signature of the Govt. Servant

Rs. 2.00 Each

Available From : **TANEJA SALES CORPN.**

(Inclusive of all taxes)

31, More Sarai Road, Old Lajpat Rai Mkt. Delhi-6 Ph. : 2964130, Fax No. 011-2244918