

**DELHI STATE INDUSTRIAL & INFRASTRUCTURE DEV. CORPN.LTD.**

**LEAVE TRAVEL CONCESSION BILL**

**Note:- (This bill should be pre-pared in duplicate one for payment and others as office copy)**

Details of Family members for  
whom LTC has been claimed

S.NO.                      NAME                      AGE

<b>HEADQUARTER</b>		NAME .....		BANK ACCOUNT NO. ....							
		DESIGNATION.....		IFSC CODE.....							
		BASIC PAY/LEVEL.....		BANK ADDRESS.....							
		BLOCK YEAR .....		L.T.C AVAILED:- HOMETOWN / ALL INDIA (OTHT)							
STATION	PARTICULARS OF DEPARTURE		JOURNEY ARRIVAL	DATE	HOURS	KIND OF JOURNEY	RAIL/ROAD		AMOUNT ADMISSIBLE PER ENTITLEMENT	AMOUNT	REMARKS
	DATE	HOURS					JOURNEY CLASS	KM			

CERTIFICATES OVERLEAF

L.T.C. BILL Rs.....

L.T.C. ADVANCE RS.....

NET AMOUNT PAYABLE

REFUND RS.....

MAY BE PASSED FOR RS.

ADVANCE OF RS.....

PAYABLE /REFUNDABLE WORKS OUT OF RS.

RS.....

(RUPEES.....)

TOTAL RS.....G.TOTAL.....

NET RS.....

SIGNATURE OF THE CLAIMANT

FILE NO.

MOBILE NO.

**CERTIFICATE TO BE GIVEN BY THE CONTROLLING OFFICER**

1. Certified that Shri/ Smt./ Kumari (Name of the Government Servant) \_\_\_\_\_ has Rendered continuous service for one year or more on the date of commencing the outward journey.
2. That necessary entries as required under para 3 of the Ministry of Home Affairs O.M. 43/11555/Estt. (A) Part-II, dated the 11<sup>th</sup> Oct. 1956 have been/will be made in the service book of Sh/ Smt./ Km. \_\_\_\_\_.

(SIGNATURE AND DESIGNATION OF THE CONTROLLING OFFICER)

**CERTIFICATE TO BE GIVEN BY GOVT. SERVANT**

1. I have not submitted any other claim so far leave Travel Concession in respect of myself for my family members in respect of the block of years \_\_\_\_\_ and \_\_\_\_\_.
2. I have already drawn T.A. for the Leave Travel concession in respect of a Journey performed by me/my wife \_\_\_\_\_ Children. This claim is in respect of the journey performed by /my wife with \_\_\_\_\_ children non of whom traveled with the party on the earlier occasion
3. I have not already drawn TA for the Leave Travel Concession in respect of journey performed by me/my wife with \_\_\_\_\_ children in respect of the block of two \_\_\_\_\_ and \_\_\_\_\_ children none of whom availed 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 \_\_\_\_\_ in respect of block of two years \_\_\_\_\_ and \_\_\_\_\_. This claim is in respect of the journey performed by me in the year \_\_\_\_\_. This is against the concession admissible once every year in the prescribed block for visiting home as all the members of my family are leaving away from my place work.
5. The journey has be performed by me/my wife with children to the cleared home town/ other than home town.
6. That my husband wife/ wife is employed in Govt. service and the concession has not been availed of by him/her separately or himself/self or for any of the family members for the concerned block of two years/four years. (Please strike out whichever is not applicable).

(SIGNATURE OF THE GOVERNEMENT SERVANT)