



अखिल भारतीय आयुर्विज्ञान संस्थान (एम्स), गुवाहाटी
All India Institute of Medical Sciences, Guwahati
स्वास्थ्य और परिवार कल्याण मंत्रालय, भारत सरकार के तत्वावधान में एक वैधानिक निकाय
(A statutory body under the aegis of Ministry of Health and Family Welfare, GoI)

LEAVE TRAVEL CONCESSION BILL FOR THE BLOCK OF YEAR _____ TO _____

PART- A (To be filled by Employee)

1.	Name of the Government Servant								
2.	Designation								
3.	Pay								
4.	Headquarters	AIIMS Guwahati							
5.	i) Nature of leave sanctioned								
	ii) Period of leave sanction								
6.	Particulars of members of family in respect of whom the L.T.C has been claimed.								
	S.No	Name (s)	Age in Years	Relationship with the employee					
	1.								
	2.								
	3.								
	4.								
	5.								
7.	Details of journey (s) performed by employee and the members of his/her family.								
	Departure		Arrival		Distance in Kms.	Mode of Travel & class of accommodation used	No of Fares	Fair Paid	Remarks
	Date & Time	From	Date & Time	To					
TOTAL									

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.						
Place		Mode of conveyance	Class to which entitled.	Class by which actually travelled	No of Fares	Fare paid	
From	To					Rs.	P.
10.	Particulars of journey (s) performed by road between places connected by rail.						
Nature of place			Class to which entitled	Rail fare			
From		To		Rs.	P.		

Certified that the: -

- Information, as given above is true to the best of my knowledge and belief; and
- 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 for any of the family members of the concerned block of _____ Years.

Date: _____

Signature of Government Servant

Part – B (To be filled by Accounts Section)

- The net entitlement on account of leave travel concession works out to Rs. _____ as detailed billow: -
 - Railway/ AIR/ Bus/ Steamer fare Rs. _____
 - Less amount of advance drawn vide
 Voucher No _____ dated _____ Rs. _____
 Net Amount _____

- The expenditure is debitable to

Dealing Assistant

Signature of Accounts Officer

Certified that necessary entries have been made in the Service Book of
Shri/Shrimati/Miss_____

Passed for Rs._____ Rupees_____

Signature of Accounts Officer

FOR USE IN ACCOUNTS DEPARTMENT

VOUCHER NO_____ **DATED**_____

Pay Rs. _____ Rupees_____

Vide Cheques No. _____ Dated _____

Signature of Accounts officer/ Drawing & Disbursing Officer

LTC CERTIFICATE TO BE GIVEN BY THE ADMIN OFFICER

Certified:

- (i) That Shri/Shrimati/Kumari (Name of the Govt. Servant) _____
Has rendered continuous services for one year or more on the date of commencing the outward
journey.

Signature of Administrative 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 family members in r/o the block of the years _____ and _____
2. I have already drawn TA for the Leave Travel Concession in respect of journey performed by me /my/ wife with _____ children. The claim is in respect to the journey performed by me/my wife/ myself with _____ children none of whom travelled with the party on the earlier occasion.
3. I have not already drawn TA for the Leave Travel Concession in respect of a journey performed by me/my wife with _____ children/ _____ children/ in respect of the block two years _____ and _____. This claim is in respect of the journey performed by my wife with _____ children/ _____ children none of whom availed of the concession relating to that block.
4. I have already drawn TA for the Leave Travel Concession in r/o a journey performed by me in the year _____ in r/o of the block of two years _____ and _____. This claim is in r/o of the journey performed by me in the year _____. 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/ _____.
to the declare 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 from his /her employer.
8. Certified that my wife / husband for whom L.T.C. is claimed by me is not employed in any Public Sector Undertaking/ Corporation/Autonomous body financed wholly or partly owned by the Central Government Local Body which provides L.T.C facilities to its employees and their families.

Signature of Employee

1. I (Name of the employee. _____) hereby declare and certify that.
2. I have actually performed the onward journey from _____ to _____ on _____ (date) and return journey from _____ to _____ on _____ for The purpose of Tour/Training.

OR

3. I/We have actually performed the onward journey from _____ to _____ on _____ (date) and return journey from _____ to _____ on _____ for the purpose of Transfer/LTC/Retirement. The particulars of the self and family members who have performed journey either with the Government servant or separately are as under: -

Sl.No	Name	Age	Relationship with Govt. Servant

4. In case the above declaration given by me is not found true at any stage, I shall be liable to disciplinary action under Central Civil Services (Classification, Control and Appeal) Rules, 1965, as amended from time to time.

Name of the Government Servant: _____

Designation: _____

Name of the Department: _____