

G.A.R. 14-C  
Sub-bill (LTC)  
T.R. 25

**CENTRAL**

**LEAVE TRAVEL CONCESSION BILL**

Sub-bill No. ....

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. Pay ..... 3. 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 Govt. 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
Date & Time	From	Date & Time	To					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.

PTO

CENTRAL

(2)

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 :**

- 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 for himself/herself or for any of the family members for the concerned block of years ..... to .....

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 -

- (a) Railway / Air Bus / Steamer fare ...
- (b) Less amount of advance drawn vide  
 Vr. No. .... dated .....
- Net Amount .....
- Rounded off .....

Rs.	P.

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

Bill Clerk  
(initial)

(Drawing and Disbursing Officer  
Signature)

Countersigned

Controlling Officer  
(Signature)

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

(Signature of the Officer authorised  
to attest entries in the Service Book)