



DR. BHIM RAO AMBEDKAR COLLEGE

(University of Delhi)

Main Wazirabad Road, Delhi-110094

LEAVE TRAVEL CONCESSION BILL

Please fill up all Column, if fail bill will not be considered.

For the Block of YearsTo

PART - A

[To be the filled by Government servant]

1. Name 2. Designation

3. Scale of pay 4. Headquarter

5. Nature and period of leave sanctioned:

Nature of leave From To

Journey From To

6. Particulars of members of family in respect of whom the Leave Travel Concession has been claimed

S. No.	Name (s)	Age	Relation with the Govt. Servant

7. Details of Journey (s) performed by Govt. servant and the members of his/her family :

Departure Date & Time	Arrival Date & Time	Distance in Km	Mode of Travel	Class of accommodation used	No. of Fares	Fares paid	Remarks

8. Amount of advance, if any drawn

Particular of Journey (s) perform by road between places connected by rail :

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

Certified That:-

1. The information as given above is true to the best of my knowledge and belief.
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 for him or herself for any of the family members for the concerned block years.....To.....
3. That my husband/wife for whom L.T.C. is claimed by me employed in (name of Public Sector undertaking/Corporaion/Autinomous Body etc.) which provides Leave Travel Concession facilities but he/she has not preferred and will not prefer, any claim in the behalf to his/her employer :and
4. That any 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 party by the Central Government or a local body which provides L.T.C. facilities to its employees and their families.

Date :

Signature of Govt. Servant with Date

(To be filled in by the office)

Certified that necessary entries have been made in the service book of

Shri./Smt./Kum.

SECTION OFFICER (Admn.)

(To be filled in by the Account Department)

Passed for the Rs. (Rupees.....)

Debit Head : L.T.C./H.T.C. a/c in favour of

Less : Amount of advance drawn vide VS. No.....Date.....

Rs.....

Net amount payable after adjustment Rs.

ACCOUNTS ASSTT. S.O. ACCOUNTS A.O. BURSAR PRINCIPAL

Paid Rs. Vide Cheque No.Date.....

ACCOUNTS ASSTT. S.O. ACCOUNTS A.O. BURSAR PRINCIPAL

Received Cheque for Rs.(Rupees