

# Satyawati College

(University of Delhi)

Ashok Vihar, Phase -III, Delhi – 110052

## LTC / HTC BILL For the Block year \_\_\_\_\_

[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)

- Name ..... Designation ..... Pay + grade pay .....
- Date of appointment ..... Headquarters ..... Palce of visit .....
- Mode of journey (go) ..... (fro) ..... No. of passenger ..... No. of tickets .....
- Total fare (to) ..... Total fare (fro) ..... Total amount of fare (to & fro) .....
- Nature and period of leave sanctioned : ..... From ..... To .....
- Particulars of members of family in respect of whom the LTC/HTC has been claimed:

Sl. No.	Name(s)	Age	Relationship with the Govt. servant
1			
2			
3			
4			

### 7. Details of journey performed by Govt 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 Rs.	Remarks

8. Amount of advance, if any, drawn Rs .....

9. Particulars of journey (s) for which higher class of accommodation than 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 traveled	No. of Fares	Fares paid Rs.
From	To					

### 10. Particulars of journey(s) performed by road between places connected by rail:

Name of places		Class to which entitled	Rail fare Rs.
Form	To		

#### CERTIFIED THAT-

- The information as given above is true to the best of my knowledge and belief;
- 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 .....
- That my husband/wife for whom LTC 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; and
- That my husband/wife for whom LTC is claimed by me is not employed in any Public Sector Undertaking/Corporation/Autonomous Body, financed wholly or partly by the Central Government or a Local Body, which provides Leave Travel Concession facilities to its employees and their families.

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 Rs. .... (b) Less amount of Advance Rs. ....  
Net amount payable Rs. .... The expenditure is debatable to .....

ASSISTANT                      S. O. (ACCOUNTS)                      ADMINISTRATIVE OFFICER                      BURSER                      PRINCIPAL

**(FOR USE OF ADMINISTRATIVE OFFICE ONLY)**

CERTIFIED THAT NECESSARY ENTRIES HAVE BEEN MADE IN THE SERVICE BOOK OF SH./SMT./MS. ....

DEALING ASSISTANT NAME ..... SIGNATURE ..... S. O. ADMN. ....

**CERTIFICATES TO BE GIVEN BY THE CONTROLLING OFFICER:**

- (i) Certified THAT SHRI/SHRIMATI/KUMARI (NAME OF THE GOVERNMENT SERVANT) .....  
HAS RENDERED CONTINUOUS SERVICE FOR ONE YEAR OR MORE ON THE DATE OF COMMENCING THE OUTWARD JOURNEY
- \* (ii) THAT NECESSARY ENTRIES AS RQUIRED UNDER PARA 3 OF THE MINISTRY OF HOME AFFAIRS, OM NO. 43/1/55-ESTS.(A)-PART ii,  
DATED THE 11TH OCTOBER, 1956, HAVE BEEN MADE IN THE SERVICE BOOK OF  
SHRI/SHRIMATI/KUMARI .....

**PRINCIPAL**

**CERTIFICATES TO BE GIVEN BY THE GOVERNMENT SERVANT:**

1. I HAVE NOT SUBMITTED ANY OTHER CLAIM SO FAR FOR TRAVEL CONCESSION IN RESPECT OF MYSELF OR MY FAMILY MEMBERS IN RESPECT OF THE BLOCK OF TWO YEARS 20..... AND 20.....
2. I HAVE ALREADY DRAWN TA FOR THE LEAVE TRAVEL CONCESSION IN RESPECT OF A JOURNEY PERFORMED BY ME/MY WIFE WITH ..... CHILDREN. THIS CLAIM IS IN RESPECT OF THE JOURNEY PERFORMED BY MY WIFE/MYSELF WITH ..... CHILDREN NONE OF WHOM TRAVELLED WITH THE PARTY ON THE EARLIER OCCASION.
3. THE JOURNEY HAS BEEN PERFORMED BY ME/MY WIFE WITH CHILDREN TO THE DECLARED 'HOMETOWN', VIZ .....
4. 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 ANY OF THE FAMILY MEMBERS FOR THE CONCERNED BLOCK OF TWO YEARS.

**Signature of the Government servant**