जी.ए.आर.–14C
G.A.R.-14C

उप–बिल सं./Sub-bill No. _____

अवकाश यात्रा रियायत बिल (L.T.C.)

Leave Travel Concession Bill for the Block of कुल वर्ष Year 20..... के लिए

टिप्पणी–इस बिल को दो प्रतियों में, एक भुगतान के लिए दूसरी कार्यालय के प्रति के रूप में, तैयार किया जाना चाहिए।

NOTE-This bill should be prepared in duplicate—one for payment and the others as office copy

भाग क (सरकारी सेवक द्वारा भरा जाना है) PART-A (To be filled up by Government Servant)

1. नाम/Name .....
2. पदनाम/Designation ..... 3. वेतन/Pay .....
4. मुख्यालय/Headquarters .....
5. स्वीकृत अवकाश का प्रकार व अवधी
   Nature & Period of leave sanctioned From ..... To .....

आधार संख्या Aadhaar No. : | | | | | | | | | | | | |

बैंक व शाखा का नाम
Name of BANK & Branch : .....

IFSC Code of BANK | Account No

6. अवकाश यात्रा–छूट दावा जिन परिवार–सदस्यों के विषय में है उनका विवरण:
   Particulars of members of family in respect of whom the LTC has been claimed.:-

क्रम सं S. No	नाम Name	उम्र Age	सरकारी कर्मचारी से संबंध Relationship with Govt. Servant

7. सरकारी कर्मचारी और उसके परिवार के सदस्य द्वारा की गई यात्रा/यात्राओं के ब्यौरे:
   Details of journey(s) performed by Government servant and the member of his/her family:

प्रस्थान/Departure		आगमन/Arrival		दूरी	यात्रा की रीति और प्रयुक्त	भाड़ों की	संदत्त यात्री भाड़ा
तारीख और समय Date and Time	से From	तारीख और समय Date and Time	तक To	किलोमीटर में Distance in Kilometers	स्थान व सुविधा का वर्ग Mode of travel and class of accomodation used	संख्या No. of fares	Fare Paid ₹
1	2	3	4	5	6	7	8

8. अग्रिम की रकम, यदि है तो/Amount of advance, if any drawn ₹ .....

9. यात्रा की विशिष्टियां, जिसके लिए सरकारी सेवक ने उस निवास–वर्ग से, जिसका वह हकदार है ––से उच्चतर वर्ग की सुविधा का उपयोग किया हो। (स्वीकृति संख्या व तिथि दी जाए):–

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):-

स्थान Place		वाहन का प्रकार Mode of Conveyance	वह वर्ग जिसका हकदार है Class to which entitled	वह वर्ग जिसमें वास्तविक रूप से यात्रा की है Class to which actually travelled	भाड़ों की संख्या No. of Fares	प्रदत्त भाड़ा Fare Paid ₹
से From	तक To					
1	*2*	*3*	*4*	*5*	*6*	*7*

10. रेल से जुड़े स्थानों के बीच सड़क से की गई यात्रा/यात्राओं के ब्यौरे:–

Details of journey (s) performed by road between places connected by rail

स्थानों के नाम/Name of Places		वह वर्ग जिसका हकदार है Class to which entitled	रेल भाड़ा/Rail Fare ₹
से From	तक To		
1	*2*	*3*	*4*

प्रमाणित किया जाता है कि Certified that the :

1. उपर्युक्त जानकारी मेरे सर्वोत्तम ज्ञान और विश्वास के अनुसार सही है।
   Information as given above, is true, the best of my knowledge and belief.
2. कि मेरे/मेरी पति/पत्नि सरकारी सेवा में नहीं हैं/कि मेरे/मेरी पति/पत्नि सरकारी सेवा में हैं और उन्होंने अपने लिए अथवा परिवार के किसी भी सदस्य के द्वारा सम्बन्धित That my husband/wife is not employed in Govt. service/that my husband/wife is employed in Govt. service and the concession has not been availed of by him/her separately of himself/herself or any of the family member for the concerned block of कुल–वर्ष ..... years में अलग से छूट नहीं ली गई है।

तारीख/Date

सरकारी सेवक के हस्ताक्षर/Signature of the Govt. Servant

भाग–ख (बिल अनुभाग में भरा जाना है।)
PART-B (To be filled in the Bill Section)

1. छूट मद्दे शुद्ध हकदारी ₹ ..... बनी जिसके ब्यौरे नीचे दिए गए है। ₹ .....
The net entitelment on account of Leave Travel Concession works out to as detailed below :-

(क) रेल / वायुयान / बस / स्टीमर भाड़ा
(a) Railway/air/bus/steamer fare Rs. ₹ .....

(ख) ***घटाएं*** ली गई अग्रिम की रकम, द्वारा वाउचर सं. ..... तारीख .....
(b) ***Less*** amount of advance drawn vide voucher No. ..... Dated ..... ₹ .....

शेष राशि/Net amount ₹ .....

(2) व्यय ..... में विश्वसनीय है।
(2) The expenditure is debitable to .....

बिल लिपिक के आद्यक्षर
Initials of Bill Clerk

आदान और सँवितरक अधिकारी के हस्ताक्षर
Signature of Drawing & Disbursing Officer

प्रतिहस्ताक्षरित Countersigned
नियंत्रक अधिकारी के हस्ताक्षर Signature of Controlling Officer

प्रमाणित किया जाता है कि सेवा–पुस्तिका में आवश्यक प्रविष्टियाँ कर दीं गई हैं

श्री / श्रीमति / कुमारी ..... की

Certified that the necessary entries have been made in the Service Book of

Shri/Shrimati/Miss .....

सेवा पुस्तिका की प्रविष्टियों को सत्यापित कर सकने वाले नियमित अधिकारी के हस्ताक्षर
Signature of the Officer authorised to attest entries in the Service Book

L.T.C. CERTIFICATE

CERTIFICATE TO BE GIVEN BY THE CONTROLLING OFFICER

(i) Certified that Sh./Smt./Ms. ..... (Name of the Govt. servant) has rendered continuous service for one year or more on the date of commencing the outward journey.

(ii) Certified that necessary entries as required under Para 3 of the Ministry of Home Affairs O.M. No. 43/1/55-Ests.(A) part II, dated 11th October, 1956 have been made in the Service Book of Sh./Smt./

Ms. .....

Signature & Designation of the Controlling Officer

CERTIFICATE TO BE GIVEN BY THE GOVERNMENT SERVANT

1. I have not submitted any other claim so far for Leave Travel Concession in respect of myself or my family members in respect of block of two years 20..... and 20.....

2. I have already drawn T.A. for the Leave Travel Concession in respect of a journey performed by me/ my wife with ..... children.

3. I have not already drawn T.A. for the Leave Travel Concession in respect of a journey performed by me/my wife with ..... children/my .....family members in respect of block of two years 20..... and 20.....

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 20..... and 20.....

   This claim is in respect of a journey performed by me in the years ..... 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. This journey has been performed by me with my wife with ..... children/my ..... family members to the declared home town viz. .....

6. That my husband/wife is not employed in the Government.

   That my husband/wife is employed in the 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 nor preferred and will not prefer any claim in this behalf to 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 etc., financed wholly or partly by the Central Government or Local Body which provides L.T.C. facilities to its employees and their families.

Signature of the Govt. servant