

BILL NO

DATE

IIT BHUBANESWAR

LEAVE TRAVEL CONCESSION BILL

FOR THE BLOCK/CALENDAR YEAR \_\_\_\_\_ TO \_\_\_\_\_

PLACE OF VISIT : \_\_\_\_\_

NEAREST AIR PORT / RAILWAY STATION : \_\_\_\_\_

NB:- This Bill should be prepared in duplicate --one for payment and other as office copy

PART - A

(TO BE FILLED BY THE EMPLOYEE OF THE INSTITUTE)

1. Emp. Code No. \_\_\_\_\_ 2. Name \_\_\_\_\_

3. Designation \_\_\_\_\_ 4. Grade Pay/AGP \_\_\_\_\_

(As on date of  
onward journey)

5. Headquarters \_\_\_\_\_

6. Leave Details

a) Nature of Leave Sanctioned: \_\_\_\_\_ b) Period \_\_\_\_\_

7. Particulars of members of family in respect of whom the LTC has been claimed

SLNo	Name	Age	Relationship
1			
2			
3			
4			
5			
6			
7			
8			

8. Details of journey(s) performed by the Employee and the members of his/her family .

Dep. / Date & Place	Arrival Date & Place	Distance (Kms)	Mode of Travel used	Class of Accommodation	No. of fares	Fare Paid	Ticket Nos	PNR Nos	Remarks

9. Amount of advance, IF ANY, DRAWN Rs:- \_\_\_\_\_

10. 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)

Date & Place		Mode of Conveyance	Class to which Entitled	Class by which Travelled	No of fares	Fare Paid	Tickets (Nos)
From	To						

11. Particulars of Journey(s) performed by the road between places connected by rail:

Date & Names of places		Class to which entitled	Fare Paid	Tickets (Nos)
From	To			

Certified that :-

1. The information are 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 had not been availed of by him/her separately for himself/herself or for any of the family members for the concerned block year \_\_\_\_\_ to \_\_\_\_\_.
3. 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
4. That my wife /husband 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 Local body, which provides LTC facilities to its employees and their families.
5. That my father/mother/sister/brother is /are fully dependent on me and he/she/they is/are residing with me.

Dated : -

Signature of the Employee

Name \_\_\_\_\_

Emp.Code \_\_\_\_\_

Telephone No \_\_\_\_\_

Intercom No \_\_\_\_\_

Email \_\_\_\_\_

**CERTIFICATE TO BE GIVEN BY ADMINISTRATION**

1.) Certified that necessary entries have been made in the service book of Shri /Smt /Kum  
\_\_\_\_\_

2.) Joint declaration/ certificate received from his/her husband's/ wife's office. He/She will avail LTC and other benefits from this office (where applicable)

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

PART - B

(To be filled by Bill section)

1. The net entitlement an account of Leave Travel Concession works out Rs \_\_\_\_\_  
Rupees (in words) \_\_\_\_\_

a) Railway/Air/Bus/ Steamer Fare Rs \_\_\_\_\_

b) Less Amount of advance drawn Rs \_\_\_\_\_

Vide Bill No \_\_\_\_\_

Dated \_\_\_\_\_ Rs \_\_\_\_\_

Net Amount \_\_\_\_\_ Rs \_\_\_\_\_

2. Expenditure is debit able to \_\_\_\_\_  
Major head \_\_\_\_\_  
Sub head \_\_\_\_\_

JA/JAO

Asst Registrar (F&A)

Drawing and Disbursing officer  
(Signature)