



**CONTROLLER OF COMMUNICATION ACCOUNTS
DEPARTMENT OF TELECOMMUNICATIONS
MINISTRY OF COMMUNICATIONS & IT
UP(W) TELECOM CIRCLE
BRAHMPURI TELEPHONE EXCHANGE, MEERUT-250002**

G.A.R.—14C

Sub-bill No. _____

LEAVE TRAVEL CONCESSION BILL FOR THE BLOCK OF YEAR

_____ To _____

Note: This bill should be prepared in duplicate—one for payment and the other as office copy.

PART—A (To be filled up by Government servants)

1. Name
2. Designation
3. Pay
4. Headquarters
5. Nature and period of leave sanctioned

FromTo.....

6. Particulars of members of family in respect of whom the L.T.C. has been claimed

Sl. No.	Age	Relationship with the Government servant
1.		
2.		
3.		
4.		
5.		
6.		

7. Details of journey (s) performed by Government servant and the members of his/her family.

Departure		Arrival		Distance in Kms.	Mode of Travel & class of accommodation used	No. of fares	Fair paid	Remarks
Date and time	From	Date and time	To					
							Rs.	

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. & Date to be given).

Place		Mode of conveyance	Class to which entitled	Class by which actually travelled	No. of fares	Fare paid
From	To					
						Rs. P.

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

Name of Place		Class to which entitled	Rail fare
From	To		
			Rs.

Certified that the:—

1. Information, as given above is true to the best of my knowledge and belief; and

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

Signature of Government servant

Date_____

PART—B (To be filled in the Bill Section)

1. The net entitlement on account of leave travel concession works out to Rs._____as detailed below:-

(a) Railway/Air/Bus/Steamer fare Rs._____

(b) Less amount of advance drawn vide Voucher No. _____ dated_____ Rs._____

Net Amount Rs._____

2. The expenditure is debitable to initials of Bill Clerk

Signature of Drawing & Disbursing Officer

Countersigned

Signature of Controlling Officer

Certified that necessary entries have been made in the Service Book of Shri/Shrimati/Miss _____

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

