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|  | **अखिल भारतीय आयुर्विज्ञान** **संस्थान (एम्स), गुवाहाटी**  **All India Institute of Medical Sciences, Guwahati**  **स्वास्थ्य और परिवार कल्याण मंत्रालय,भारत सरकार के तत्वावधान में एक वैधानिक निकाय**  **(A statutory body under the aegis of Ministry of Health and Family Welfare, GoI)** |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**G.A.R.14-C**

**LEAVE TRAVEL CONCESSION BILL FOR THE BLOCK OF YEAR \_\_\_\_\_\_\_\_ TO \_\_\_\_\_\_\_\_**

**Note: This bill should be prepared in duplicates – one for payment and the other as office copy.**

**PART- A (TO BE FILLED UP BY Government Servant)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 1. | Name of the Government Servant | | | | |  | | | | | | |
| 2 | Designation | | | | |  | | | | | | |
| 3. | Pay | | | | |  | | | | | | |
| 4. | Headquarters | | | | | AIIMS Guwahati | | | | | | |
| 5. | i) Nature of leave sanctioned | | | | |  | | | | | | |
| ii) Period of leave sanction | | | | |  | | | | | | |
| 6. | Particulars of members of family in respect of whom the L.T.C has been claimed. | | | | | | | | | | | |
| S.No | Name (s) | | | | | Age in Years | | Relationship with the Government Servant | | | |
| 1. |  | | | | |  | |  | | | |
| 2. |  | | | | |  | |  | | | |
| 3. |  | | | | |  | |  | | | |
| 4. |  | | | | |  | |  | | | |
| 5. |  | | | | |  | |  | | | |
| 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 & Time | | From | Date & Time | To |
|  | |  |  |  |  | | |  | |  |  |  |
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| TOTAL | |  |  |  |  | | |  | |  |  |  |
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| 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. |
|  | |  | |  |  | |  | |  |  | |  |
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| 10. | Particulars of journey (s) performed by road between places connected by rail. | | | | | | | | | | | |
| Nature of place | | | | | | Class to which entitled | | Rail fare | | | | |
| From | | | To | | |  | | Rs. | | | P. | |
|  | | |  | | |  | |  | | |  | |
|  | | |  | | |  | |  | | |  | |

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 of the concerned block of \_\_\_\_\_\_\_\_\_\_\_\_Years.

Date: ­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Government Servant

**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 billow: -
2. Railway/ AIR/ Bus/ Steamer fare Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Less amount of advance drawn vide

Voucher No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

1. The expenditure is debitable to

**Initial of Bill Clerk Signature of Drawing & Disbursing Officer**

**Counter signed**

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

**Signature of the officer authorized to**

**attest entries in the Service Book.**

Passed for Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rupees\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of Controlling Officer**

**FOR USE IN ACCOUNTS BRANCH / PAY AND ACCOUNTS OFFICER**

**VOUCHER NO\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATED\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Pay Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Rupees\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vide Cheques No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of Drawing & Disbursing Officer**

**LTC CERTIFICATE CERTIFICATES TO BE GIVEN BY THE CONTROLLING OFFFICER**

**Certified:**

1. That Shri/Shrimati/Kumari (Name of the Govt. Servant) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Has rendered continuous services for one year or more on the date of commencing the outward journey.

1. 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 Octobor,1956 have made in the Service Book of Shri/Shrimati/Kumari

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature & Designation of Controlling Officer**

**CERTIFICATE TO BE GIVIEN BY THE GOVT. SERVANT**

1. I have not submitted any other claim so for Leave Travel Concession in respect of myself family members in r/o the block of the years \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. I have already drawn TA for the Leave Travel Concession in respect of journey performed by me /my/ wife with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ children. The claim is in respect to the journey performed by me/my wife/ myself with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ children none of whom travelled with the party on the earlier occasion.
3. I have not already drawn TA for the Leave Travel Concession in respect of a journey performed by me/my wife with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_children/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_children/ in respect of the block two years \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_This claim is in respect of the journey performed by my wife with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_children/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_children none of whom availed of the concession relating to that block.
4. I have already drawn TA for the Leave Travel Concession in r/o a journey performed by me in the year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in r/o of the block of two years \_\_\_\_\_\_\_\_\_\_\_\_\_\_and\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This claim is in r/o of the journey performed by me in the year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_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.

1. The journey has been performed by me / my wife /children/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

to the declare home town viz\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. That my husband/ wife is not employed in Government. 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 two years.
2. 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 not preferred and will not prefer, any claim in this behalf from his /her employer.
3. 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 financed wholly or partly owned by the Central Government Local Body which provides L.T.C facilities to its employees and their families.

Signature of Government Servant

**Self- Declaration Certificate for Completion of Journey**

(Annexure to O.M No. 19024/03/2021-E.IV dated 31st December, 2021)

1. I (Name of the employee. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

hereby declare and certify that.

1. I have actually performed the onward journey from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date) and return journey from

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_for

The purpose of Tour/Training.

OR

1. I/We have actually performed the onward journey from\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date) and return journey from

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

for the purpose of Transfer/LTC/Retirement. The particulars of the self and family members who have performed journey either with the Government servant or separately are as under: -

|  |  |  |  |
| --- | --- | --- | --- |
| Sl.No | Name | Age | Relationship with Govt. Servant |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. In case the above declaration given by me is not found true at any stage, I shall be liable to disciplinary action under Central Civil Services (Classification, Control and Appeal) Rules, 1965, as amended from time to time.

Name of the Government Servant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of the Ministry/Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To

Admin/ Establishment Section

Ministry/ Department\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_