

OFFICE OF DISTRICT & SESSIONS JUDGE, DELHI.

LEAVE TRAVEL CONCESSION BILL FOR THE BLOCK OF YEAR~

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 Servant).

1. Name :: _____

2. Designation :: _____

3. Pay/Basic Pay :: _____

4. Head Quarters :: _____

5. Nature and period of leave sanctioned from _____ to _____

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

S.NO.	NAME	AGE	RELATIONSHIP WITH THE GOVT SERVANT
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1.

2.

3.

4.

5.

6.

7.

7. Details of journey (a) performed by Govt. Servant & the members of his/her family :-

PART-I

1.

2.

3.

4.

	DEPARTURE		ARRIVAL
Date & Time		Date & Time	

PART-II.

5.

6.

7.

8.

KILO METER	MODE OF TRAVEL & CLASS OF ACCOMMODATION USED.	NO. OF FARES	FARE PAID

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 Govt. servant is entitled, was used/sanction number and date to be given).

PLACE FROM TO		MODE OF CONVEYANCE	CLASS TO WHICH BENTITLED	NO. OF FARES	FARE PAID

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10. Particulars of journey performed by road between places connected by Rail.

Name of Place		Class to which entitled	Rail Fare B
From	To		

CERTIFIED THAT THE

- Information, as given above is true to the best of my knowledge and belief and.
- 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 or himself/herself or for any of the family members for the concerned block of years.

SIGNATURE OF GOVT. SERVANT

PART-B (To be filled by the Bill, section)

1. The net entitlement on amount of LTC works out to Rs. _____ (Rupees _____) as detailed below :-~

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

b) Less amount of advance drawn vide

Bill No. _____ Dated _____ (-) Rs. _____

Net Amount Rs. _____

2. Expenditure is debitable to _____

Bill Clerk
(initial)

Countersigned
Controlling Officer

DRAWING AND DISBURSING
OFFICER (Signature)

Conditioned that necessary entries have been made in the service Book of
Sh./Smt./Kum. _____ S/B/ Page No. _____.

(SIGNATURE OF THE OFFICER)
AUTHORISED TO ATTEST ENTRIES
IN THE SERVICE BOOK.)

CERTIFICATES TO BE GIVE BY THE CONTROLLING OFFICER

CERTIFIED -

1. That Sh./Smt./Kum. _____ has rendered continuous service for one year or more on the date of commencing the outward journey.~
2. That necessary entries as required under para-3 of the Ministry of Home Affairs O.M.No.43/1/55Ests.(A) Part.II, dated 11/10/1956 have been made in service book of Sh./Smt./Kum. _____.

(SIGNATURE & DESIGNATION OF
CONTROLLING OFFICER)

1. I have no submitted any other claim so far LTC in respect of myself or my family members in respect of the Block-year 199__ & _____.
2. I have already drawn TA for the LTC in respect of a journey performed by me/my wife with _____ children. The claim is in respect to the journey performed by my wife/myself with ____ children none of whom travelled with the party on the earlier occasion.
3. I have already drawn TA for the LTC in respect of the journey performed by me/my wife with _____ children/_____ children in respect of the block of two years 19__ and 19__. This claim is in respect of the journey performed by my wife/myself with _____ children/children _____ none of whom availed of the

concession relating to that block.

4. I have already drawn TA for the LTC in respect of a journey performed by me in the year 199___ in respect of block of two years 19___ and 19___. This claim in respect of the journey performed by me in the year 19___. This is against the concession admissible once every year in a prescribed block for visiting hometown as all the members of my family are living away from my place of work.

journey performed by me

5. The journey has been performed by me/my wife with ___ children to the declared hometown, viz._____.

6. 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 for himself/herself or for the family members or the concerned block of two years.

(SIGNATURE OF GOVT. SERVANT)

Name _____

Designation _____

Posting place _____

Dated _____


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BMUZAFFAR-! DELHI RLY. B TRAIN BAC SLEEPER B3 Rs.6040B@@
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10. Particulars of journey performed by road between places connected by Rail.~ n.a.

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B Name of Place B B B@@
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B From To B entitled BRail Fare B@@
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Net Amount Rs. _____~

2. Expenditure is debitable to _____~

Bill Clerk Countersigned DRAWING AND DISBURSING~
(initial) Controlling Officer OFFICER (Signature)

. Conditioned that necessary entries have been made in the
service Book of Sh./Smt./Kum. _____S/B/ Page
No. _____~

(SIGNATURE OF THE OFFICER)
AUTHORISED TO ATTEST ENTRIES~
IN THE SERVICE BOOK.)~

CERTIFICATES TO BE GIVE BY THE CONTROLLING OFFICER:-
CERTIFIED _~

1. That Sh./Smt./Kum. _NAWAL KISHOR has rendered continuous service for one year or more on the date of commencing the outward journey.~
2. That necessary entries as required under para-3 of the Ministry of Home Affairs O.M.No.43/1/55Ests.(A) Part.II, dated 11/10/1956 have been made in service book of Sh./Smt./Kum. NAWAL KISHOR.

(SIGNATURE & DESIGNATION OF~
CONTROLLING OFFICER)

-: 4 :-

1. I have no submitted any other claim so far LTC in respect of myself or my family members in respect of the Block-year 2003

& 2004.~

2. I have already drawn TA for the LTC in respect of a journey performed by me/my wife with _____children. The claim is in respect to the journey performed by my wife/myself with _____ children none of whom travelled with the party on the earlier occasion.~ -na-
3. I have already drawn TA for the LTC in respect of the journey performed by me/my wife with _____ children/_____children in respect of the block of two years 19__ and 19__. This claim is in respect of the journey performed by my wife/myself with ONE _____ children & MOTHER _____ none of whom availed of the concession relating to that block.~
4. I have already drawn TA for the LTC in respect of a journey performed by me in the year 199__ in respect of block of two years 19__ and 19__. This claim in respect of the journey performed by me in the year 2003_. This is against the concession admissible once every year in a prescribed block for visiting hometown as all the members of my family are living away from my place of work.~
journey performed by me
5. The journey has been performed by me/my wife with ONE_ children to the declared hometown, viz. _____
_____.~
6. 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 for himself/herself or for the family members or the concerned block of two years.~

(SIGNATURE OF GOVT. SERVANT)

Name:-NAWAL KISHOR

Designation: HEAD CONSTABLE~
NO.810/PCR

Posting place: MODEL TOWN_~
_____~

Dated _____

.PA

.....L.....I.....T.....T.....T.....J

Sub : Installation of UPS.

.SP2

The UPS was delivered on 8.9.2003. The same has not been installed although two engineers visited and inspected the site and promised to execute the job. Yesterday, i.e.9.9.2003 I talk to Mr. Deputy, despite request on phone the company has OOA not deputed any person yesterday also. This is for your kind information.

Submitted please

P.R.O.

.SP1

Sh. Babu Lal, ASJ-cum-
Nodal Officer, Computer.

.PA

LEAVE TRAVEL CONCESSION BILL FOR THE BLOCK OF YEAR~

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 Servant).~

1. Name :: NAWAL KISHOR
2. Designation :: HEAD CONSTABLE ~
3. Pay/Basic Pay~ :: Rs.4600/- AND OTHER ALLOWANCES ~


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8. Amount of advance, if any, drawn Rs. NIL
9. Particulars of journey (s) for which higher class of accommodation than the one to which the Govt. servant is entitled, was used/sanction number and date to be given).

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B PLACE      BMODE OF  BCLASS TO WHICH BNO. OF B FARE B@@@
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B FROM ? TO  BCONVEYANCE BENTITLED    BFARES B PAID B@@@
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BN.D.RLY. B LUCKNOW  B TRAIN  BAC SLEEPER  B4  Rs.5121@@@
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B STATION B      B      B      B      B      B@@@
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BMUZAFFAR-! DELHI RLY. B TRAIN  BAC SLEEPER  B3  Rs.6040B@@@
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BPUR  B STATION  B      B      B      B      B@@@
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10. Particulars of journey performed by road between places connected by Rail.~ n.a.

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B      Name of Place      B      B      B@@
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B@@
[
B From      To      B entitled      BRail Fare B@@
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KAAAAAAAAAAAAAAAAAAEAAAAAAAAAAAAAAAAAAAAACAAAAAAAAAAAA
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CERTIFICATES TO BE GIVE BY THE CONTROLLING OFFICER:-
CERTIFIED _~

1. That Sh./Smt./Kum. _NAWAL KISHOR has rendered continuous service for one year or more on the date of commencing the outward journey.~
2. That necessary entries as required under para-3 of the Ministry of Home Affairs O.M.No.43/1/55Ests.(A) Part.II, dated 11/10/1956 have been made in service book of Sh./Smt./Kum. NAWAL KISHOR.

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performed by me in the year 199___ in respect of block of two years 19___ and 19___. This claim in respect of the journey performed by me in the year 2003_. This is against the concession admissible once every year in a prescribed block for visiting hometown as all the members of my family are living away from my place of work.~
journey performed by me

5. The journey has been performed by me/my wife with ONE_ children to the declared hometown, viz. _____
_____.~
6. 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 for himself/herself or for the family members or the concerned block of two years.~

(SIGNATURE OF GOVT. SERVANT)

Name:-NAWAL KISHOR

Designation: HEAD CONSTABLE~
NO.810/PCR

Posting place: MODEL TOWN_~
_____~

Dated _____