

**OFFICE OF THE DISTRICT & SESSIONS JUDGE: DELHI**

**LEAVE TRAVEL CONCESSION / HOME TOWN(ADVANCE)**

- 1.Name of the Government Servant :
- 2.Father/Husband's Name :
- 3.Designation :
- 4.Date of Joining (Service) :
- 5.Present Pay +NPA + SI :
- 6.Whether Permanent or Temporary :
- 7.Home Town as recorded in the Service Book :
- 8.Whether Wife/Husband is employed and if so whether entitled to LTC :
- 9.Whether are Concession is to be availed for visiting Home Town and if so block for which LTC is to be availed :
- 10.(a) of the concession is to visit anywhere in India, the place to be visited :
- (b) Block for which to be availed :
- 11.Single Rail Fare / Bus Fare /Air fare from the Headquarter to Home Town / Place of visit by shortest route (with class) :

12. Date of Outward Journey :

13. Date of Return Journey :

14. Persons in respect of whom LTC/HomeTown proposed to be availed.

S.No	Name	Age	Relationship
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15. Amount of Advance required : Rs. \_\_\_\_\_

I declare that particulars furnished above are true and correct to the best of my knowledge. I undertake to produce the tickets for the outward journey within the ten days of receipt of the advance.

In the event of cancellation of the journey or if I fail to produce the tickets within ten days of receipt of Advance. I undertake to refund the entire advance in the lump sum.

Date:

\_\_\_\_\_  
Signature  
Court/Office to which attached  
with \_\_\_\_\_  
\_\_\_\_\_

(For use in office)

1. Particulars in column-1 to 6 verified :
2. Amount entitled for Fare Rs. \_\_\_\_\_ X2x(No of reimbursement \_\_\_\_\_ tickets)
3. Advance admissible (90% of amount in 2)  
Advance of RS. \_\_\_\_\_ may be sanctioned)

**OFFICE OF THE DISTRICT & SESSIONS JUDGES : DELHI**

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

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

**Part-A** (To be filled up by Government servant)

1. Name :
2. Father/Husband's Name :
3. Designation :
4. Date of joining (Service) :
5. Pay (Basic Pay) :
6. Headquarters :
7. Nature of Leave (availed) from (date) \_\_\_\_\_ to (date) \_\_\_\_\_
8. Particulars of members of family in respect of whom the Leave Travel Concessions has been claimed (including self) :

<i>S.No.</i>	<i>Name</i>	<i>Age</i>	<i>Relationship with the Govt. Servant</i>

9. Details of journey(s) performed by Govt. Servant & the members of his/her family:

<i>Date &amp; Time</i> <i>(1)</i>	<i>Departure (Place)</i> <i>(2)</i>	<i>Date &amp; Time</i> <i>(3)</i>	<i>Arrival (Place)</i> <i>(4)</i>

(Continued on page ....2)

**Part-II**

<b><i>Kilo Meter</i></b>	<b><i>Mode of travel &amp; class of Accomodation used</i></b>	<b><i>No. of Fares</i></b>	<b><i>Fare Paid</i></b>

10. Amount of advances, if any, drawn Rs. \_\_\_\_\_

11. 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)

<b><i>Name of Place From / To</i></b>	<b><i>Mode of conveynce</i></b>	<b><i>Class to which entitled</i></b>	<b><i>No. of fares</i></b>	<b><i>Fare Paid</i></b>

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

<b><i>Name of Place From / To</i></b>	<b><i>Class to which entitled</i></b>	<b><i>Rail Fare</i></b>

Certified that:-

1. The information as given above is true to the best of my knowledge and belief.
2. That my Husband / Wife is not employed in 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 (i.e. from \_\_\_\_\_ to \_\_\_\_\_).
3. That my Husband / Wife for whom LTC claimed as me is employed in \_\_\_\_\_ (name of the Public Sector Undertaking/Corporation/Autonomous Body,etc.) which provided LTC facilities but he/she has not preferred and will not prefer, any claim in this behalf to his/her employer; and,
4. That my Husband / Wife for whom LTC is claimed by me is not employed in any public sector undertaking/Corporation/Govt. Or a Local Body, which provided LTC facilities to its employees and their families.

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

**Signature of Govt. Servant**

**(Continued on page – 3)**

**PART – B (TO BE FILLED BY THE BILL SECTION)**

The Net entitlement on amount of LTC works out to Rs. \_\_\_\_\_  
(Rupees \_\_\_\_\_ as detailed below.

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

(b) Less amount of advance drawn vide  
Bill No. \_\_\_\_\_ dated \_\_\_\_\_ ( -- ) Rs. \_\_\_\_\_

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

Expenditure is debitable to \_\_\_\_\_

**Bill Clerk  
(Initials)**

**Countersigned Controlling  
Officer (Signature)**

**Drawing & Disbursing Officer  
(Signature)**

Certified 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)**

**Certificate to be given by the Controlling Officer**

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 MHA, OM No. 43/1/55 Ests(a)Part-II dated 1.10.1956 have been made in service book of Sh/Smt/Kum \_\_\_\_\_

**Signature Designation of  
Controlling Officer**

1. I have not submitted any other claims so far LTC in respect of myself or my family members in respect of the block year 200\_\_ & 200\_\_

2. I have already drawn TA for the LTC in respect of journey performed by me/my wife with \_\_\_\_\_ children. The claim is in respect of the journey performed by my wife/myself with \_\_\_\_\_ children none of whom travel led with party the earlier occasion.

3. I have already drawn TA for LTC in respect of the journey performed by me/my wife with \_\_\_\_\_ children \_\_\_\_\_ children in respect of the block of two years 200\_\_ and 200\_\_ this with \_\_\_\_\_ children \_\_\_\_\_ children. None of whom availed of the concession relating that block year

4. I have already drawn TA for the LTC in respect of journey performed by me in the year 19\_\_ in respect of block of two years 19\_\_ and \_\_ this claim in respect of the journey performed by me in the year \_\_\_\_\_ this is against the concession admissible one every ear in a prescribed block for visiting home town as all the members of my family are living away from my place of work.

5. The journey has been performed by me/my wife with children declare home town Viz: \_\_\_\_\_  
**(Home Town Address)**

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 of the concerned block of two years.

**(Signature of Govt. Servant)**

Name/ \_\_\_\_\_ (Emp.Code \_\_\_\_\_)

Desig \_\_\_\_\_ Place of Posting \_\_\_\_\_

