



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर
INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR

अवकाश यात्रा रियायत बिल
LEAVE TRAVEL CONCESSION BILL

Part A

1.	LTC sanctioned Office Order No. with date	
2.	For the block Year/ Occasion No.	
3.	Place of visit	
4.	Nearest Airport / Railway Station	
5.	Name	
6.	Employee Code	
7.	Designation	
8.	Basic Pay (As on date of onward journey)	
9.	Leave details:	
	Nature of leave & No. of days sanctioned	
	Period	From _____ To _____

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

SI	Name	Age	Relationship
a)			
b)			
c)			
d)			
e)			
f)			

11. 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 Journey	No of fares	Fare paid Rs.	Ticket/PNR Nos	Remarks

12. Amount of advance, if any, drawn ₹ _____.

13. Particulars of Journey(s) for which higher class of accommodation than the one to which the Govt. servant is entitled was used. (Sanction No. and Date to be given)

Date and Place		Mode of Conveyance	Class to which Entitled	Class by which Travelled	No of Fares	Fare paid Rs.	Tickets/PNR (Nos)
From	To						

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

Date and name of places		Class to which entitled	Fare Paid Rs.	Tickets/PNR (Nos)
From	To			

Certified that:-

- The information are given above is true to the best of my knowledge and belief.
- That my husband/ wife is not employed in Govt. service /that my husband /wife is employed in Govt. service and the concession has not availed by him/her separately for himself /herself or any of the family members for the current block year/ occasion _____ to _____.
- 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
- That my wife /husband for whom LTC is claimed by me is not employed in any Public sector Undertaking / Corporate/ Autonomous body financed wholly or partly by the Central Govt. or Local body, which provides LTC facilities to _____ its employee and their families.
- That my father /mother/sister/brother is/are fully dependent on me and he/she/they/is/are residing with me.

Date: _____

Signature of the employee

Name _____

Designation _____

Employee Code _____

Part B

CERTIFICATE TO BE GIVEN BY ADMINISTRATION

- Certified that necessary entries have been made in the service book of Shri/ Smt. /Kum _____.
- Joint declaration/ certificate received from his /her husband's/wife's office. He/She will avail LTC and other benefits from this office (if applicable).

Junior Assistant/ Jr. Superintendent (Estt)

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

P.T.O.

Part C

(To be filled by bill section)

1. The net entitlement an account of Leave Travel Concession works out ₹ _____

Rupees (in words) _____

a) Railway/Air/Bus/Steamer Fare ₹ _____

b) Less Amount of advance drawn ₹ _____

Vide Bill No _____

Dated _____ ₹ _____

Net Amount _____ ₹ _____

2. Expenditure is debit able to _____

Major Head _____

Sub Head _____

JA/JAO

Deputy/Assistant Registrar (F&A)

Drawing and Disbursing Officer signature

Date _____