

CENTRAL UNIVERSITY OF KASHMIR

Transit Campus Sonwar, Srinagar – 190004

BILL NO

DATE

LEAVE TRAVEL CONCESSION BILL

FOR THE BLOCK/CALENDAR YEAR : _____
PLACE OF VISIT : _____
NEAREST RAILWAY STATION : _____

PART – A

(TO BE FILLED BY THE GOVERNMENT SERVANT)

1. Employee Code : _____
2. Name : _____
3. Designation : _____
4. Pay Scale : _____
5. Headquarters : _____
6. Leave Details : _____
 a) Nature of Leave : _____
 b) Period : _____

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

Sl. No	Name	Age (Years)	Relationship
1.			
2.			
3.			

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

<i>Dep. Date & Place</i>	<i>Arrival Date & Place</i>	<i>Distance (Kms)</i>	<i>Mode of Travel used</i>	<i>Class of Accommodation.</i>	<i>No. of fares</i>	<i>Fare Paid</i>	<i>PNR No</i>

9. Amount of advance, IF ANY DRAWN Rs. _____

10. Particulars of journey(s) for which higher class of accommodation than the one to which the Government Servant is entitled was used. (Sanction No. and date to be given)

<i>Date & Place</i>		<i>Mode of Conveyance</i>	<i>Class to which Entitled</i>	<i>Class by which Traveled</i>	<i>No of fares</i>	<i>Fare Paid</i>	<i>Tickets (Nos)</i>
<i>From</i>	<i>To</i>						

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

<i>Date & Names of places</i>		<i>Class to which entitled</i>	<i>Fare Paid</i>	<i>Tickets (Nos)</i>
<i>From</i>	<i>To</i>			

Certified that : -

1. The information are given above is true to the best of my knowledge and belief
2. That my husband /wife is not employed in Government service/that my husband /wife is employed in Government Service and the concession had not been availed of by him/her separately for himself/herself or for any of the family members for the concerned block year_____ .
3. That my husband /wife for whom LTC is claimed by me is employed in xxxx(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
4. That my wife /husband for whom LTC is claimed by me is not employed in any Public Sector Undertaking / Corporation /Autonomous body financed wholly or partly by the central government or Local body, which provides LTC facilities to its employees and their families.
5. That my father/mother/sister/brother is /are fully dependent on me and their income is less than Rs. 3,500 /- per month and he/she/they is/are residing with me.

Dated :

Signature of Government Servant

Name:

Designation:

Section: Finance & Accounts

CERTIFICATE TO BE GIVEN BY ADMINISTRATION

1). *Certified that necessary entries have been made in the service book of*

2). *Joint declaration/ certificate received from his/her husband's/ wife's office. He/She will avail LTC and other benefits from this office*

Signature of the Officer Authorized to attest in the service book

PART –B

(To be filled by Finance & Accounts section)

1. Passed for the net entitlement on account of Leave Travel Concession worked out to Rs. ____ Rupees (in words) _____

a) Railway/Air/Bus/ Steamer Fare : Rs. _____

b) Less Amount of advance drawn : Rs. Nil
(Paid vide Bill No. ____ Dt. ____)

c) Net Amount payable : Rs. _____

2. Expenditure is debitable to:

Major Head/Group Head : Establishment Expenses

Sub-Head/Detail Head : Leave Travel Concession (LTC)

Assistant

Section Officer

Finance Officer

Registrar/VC

Balance amount of Rs. _____ paid vide Cheque No. _____ dated _____