

INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR

LEAVE TRAVEL CONCESSION BILL

For the Block of yearsTo

G.A.R. 14 –C

Sub Bill No. _____

LEAVE TRAVELL CONSESSION BILL FOR THE BLOCK OF YEAR _____ TO _____

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

PART-A (To be filled up by employee)

1.	Name			
2.	Designation			
3.	PAY+SI+NPA			
4.	Headquarters			
5.	Nature and period of leave sanctioned (copy of the sanction order)	From	To	
6.	Name of place visited (furthest point)			
7.	Particulars of members of family in respect of whom the L.T.C has been claimed.			
	SL. No.	Name(s)	Age	Relationship with the IESTS Employee
	1.			
	2.			
	3.			
	4.			
	5.			
6.				
8.	Details of journey(s) performed by employee 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					

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 employee 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.
11.	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 Employee

Certificate that necessary entries have been made in the Service Book of Shri/Shrimati/Miss

Signature of the Assistant Registrar

to attest entries in the Service Book.

Part – B (to be filled in the Bill Section)

1. The net entitled on account of leave travel concession works out to Rs._____

As detailed below:-

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

b) Less amount of advance drawn vide Rs._____

Voucher No _____ dated _____

c) Net Amount Rs. _____

2. The expenditure is debitable to

Initial of Bill Clerk

Signature of Finance Officer

Passed for

Rs. _____ Rupees _____

Signature of Finance Officer