



MAHATMA GANDHI CENTRAL UNIVERSITY BIHAR

[Established by an Act of Parliament]

Temporary Campus: TempCamp, Zila School Campus, Motihari – 845 401, District – East Champaran, Bihar

Camp Office: Raghunathpur, Near OP Thana, Motihari – 845 401, District – East Champaran, Bihar

LEAVE TRAVEL CONCESSION BILL

For the Block of Years _____ to _____

IMPORTANT INSTRUCTIONS:

- i. The Leave Travel Concession Bill must be **filled-in completely** by the Employee in his / her **own handwriting** in **Capital Letters** with **Blue Ink only**. Please **do not overwrite**. Corrections should be made by cancelling and re-writing and such corrections should be counter-signed by the applicant.
- ii. Each page of this Bill should be signed by the concerned Employee with date.
- iii. In case the space provided is not sufficient, additional sheets may be used for providing requisite details.
- iv. In order for your application to be processed, please ensure that you have filled all the requisite details and attached all Self-Certified supporting documents.

PART – A

(To be filled in by the Employee)

1. **Name:** _____
2. **Designation & Department:** _____
3. **Scale of Pay:** _____
4. **Headquarter:** _____
5. **Nature & Period of Leave sanctioned: From _____ To _____**
6. **Particulars of members of family in respect of whom the LTC has been claimed:**

Sl.	Name (s)	Age	Relationship with Employee

7. Details of Journey(s) performed by Employee and the member of his/her family:

Departure		Arrival		Distance in Kilometre	Mode of travel and class of accommodation used	No of Fares	Fare Paid	
Date and Time	From	Date and Time	To				Rs.	P.

8. Amount of Advance drawn, if any: _____ (in digits)
 _____ (in Words)

9. Particulars of journey (s) for which higher class of accommodation than the one to which the Employee is entitled was used (Sanction No. and Date to be given):

Places		Mode of Conveyance	Class to which entitled	Class by which actually travelled	No. of Fares	Fare Paid	
From	To					Rs.	P.

10. Details of Journey(s) performed by road between places connected by Rail:

Name of Places		Class to which entitled	Rail Fare	
From	To		Rs.	P.

11. I hereby, certify that:

- i. the information as given above is true to the best of my knowledge and belief;
- ii. I have not submitted any other claim so far for Leave Travel Concession in respect of myself or any of the family members for the concerned block of two years;
- iii. I have already drawn TA for the Leave Travel Concession in respect of a journey performed by me / my wife with _____ children. This claim is in respect of the journey performed by my wife / myself with _____ children none of whom travelled with the party on the earlier occasion;
- iv. the journey has been performed by me / my wife with children to the declared 'home town', viz _____;
- v. my Husband / Wife is not employed in Government Service;

OR

- my Husband / Wife is employed in Govt. service and the concession has not been availed of by him / her separately of himself / herself or any of the family member for the concerned block years from: _____ to: _____;
- vi. 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 LTC facilities but he/she not preferred and will not prefer, any claim in this behalf from his/her employer; and
 - vii. my Husband / Wife 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 a Local Body, which provides LTC facilities to its employees and their families.

Date: _____

Signature of the Employee

PART - B

(To be filled by the Finance Section)

1. The net entitlement on account of Leave Travel Concession works out to Rs. _____
(Rupees _____)

as detailed below:

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

b. Less amount of advance drawn vide Vr. No _____ dated _____

Rs.	P.

2. The expenditure is debitable to _____

Bill Clerk
(initial)

Drawing and Disbursing Officer
(Signature)

Countersigned

Controlling Officer
(Signature)

Certified that entries have been made in the Service Book of
(Shri / Smt. / Kumari) _____

**(Signature of the Officer authorized
to attest entries in the Service Book)**

CERTIFICATES TO BE GIVEN BY THE CONTROLLING OFFICER

Certified:

1. that Shri/Smt./Kumari _____ 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. 43/55-Estt.(A)-Part II, dated the 11th October, 1956, have been made in the Service Book of Shri/Smt./Kumari _____

**(Signature and designation
of the Controlling Officer)**