

CHITTARANJAN NATIONAL CANCER INSTITUTE

37, S. P. Mukherjee Road, Kolkata-700 026

Form T.R. 25C
(LTC)

Sub-Bill No.....

LEAVE TRAVEL CONCESSION BILL

For the Block of Years _____ To _____

(Note This bill should be prepared in duplicate- one for payment and the other as Office Copy)

PART-A

(To be filled in by the Government Servant)

1. Name: _____ 2. Designation _____

3. Scale of Pay: _____ 4. Headquarters _____

5. Particulars of leave sanctioned:

[a] Natura of leave: _____ [b] Period From _____ To _____

6. Particulars of the members of the family in respect of whom LTC is claimed:

SL NO.	Name	Age	Relation With the Govt. Servant

7. Details of Journeys performed by the Govt. servant & members of his/her family:

Departure			Arrival			Mode of travel	Class of Travel	No. Of Fares	Fare Paid		Remarks
DATE ,TIME and FROM			DATE ,TIME and FROM						RS.	p.	

8. Amount of LTC Advance, if any, drawn.

CERTIFIED THAT THE:

- 1) The information as given above, is true to the best of my knowledge and belief and
- 2) That my husband/wife is/is not 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 for the concerned block of years _____ to _____
- 3) 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,
- 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 a Local Body which provides LTC facilities to its employees and their families.

Date:

Signature of the Govt. Servant

PART-B

(To be filled in by the Bill section)

1. The net entitlement on account of Leave Travelling Concession works out to Rs. _____ (Rupees _____) as detailed below:

a) Railways/ Air/Bus/Steamer fares

b) Less amount of advance of LTC, if any, drawn vide Voucher

No. _____ dated _____

Net amount

Rounded off

RS.	P.

2. The expenditure is debited to

Prepared by Accountant INT. Audit Officer Asst. Accounts Officer Addl. Director-In-Charge/ Director

(Administration for record below)

Certified that necessary entries have been made in the Service Book of

Shri/Smt./Kum/Dr. _____

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

CERTIFICATE BY THE GOVERNMENT EMPLOYEE

1. I have not submitted any other claim so far for Leave Travel Concession in respect of myself or my family for the block year _____ and _____.
2. I have already drawn TA for the Leave Travel Concession in respect of a journey performed by me/my wife/ my husband with _____ children. This claim is in respect of the journey performed by myself/ my wife /my husband with _____ children, none of whom travelled with the party on the earlier occasion.
3. I have not already drawn T.A. for the Leave Travel Concession in respect of journey performed by me / my wife /my husband with _____ children in respect of the block of two years _____ and _____. This claim is in respect of the journey performed by me/my wife/my husband with _____ children none of whom availed of the concession relating to that block.
4. I have already drawn T.A. for the Leave Travel Concession in respect of journey performed by me in respect of the block of two years _____ and _____. This claim is in respect of the journey performed by me in the year _____. This is against the concession admissible once every year in a prescribed block for visiting home town as all the members of my family are and living away from my place of work.
5. The journey has been performed by me/ my wife with _____ children to the declared home town via, _____.
6. That my husband/wife is /is not 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 for the concerned block of years _____ to _____ and.

Date:

Signature of the Govt. Servant

CERTIFICATE BY THE CONTROLLING OFFICER

CERTIFIED THAT:

1. That Shri/Smt/Kum/Dr. _____ had 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 OM no 43/1/55 Ests(A) part II dated the 11th October, 1956 have been made in the Service Book of Shri/Smt/Kum/Dr. _____.

Signature of Controlling Officer Designation