

**SAVITRIBAI PHULE NATIONAL INSTITUTE OF
WOMEN AND CHILD DEVELOPMENT**
5, Siri Institutional Area, Hauz Khas, New Delhi - 110016

Form T.R. 25,
(Sub-bill)
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. Pay ₹ _____ 4. Headquarters _____
5. Nature of period of leave sanctioned _____
Nature of leave _____ From _____ to _____

6. Particulars of members family in respect of whom the Leave Travel Concession has been claimed :

Sl.No.	Name (s)	Age	Relationship with the Govt. Servant

7. Details of journey(s) performed by Government Servant and the members of his/her Family :

Departure Place & Date	Arrival Place & Date	Distance in km	Mode of travel	Class of Accommodation used	No. of fares	Fares Paid ₹	Remarks

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

9. Particulars of journey(s) for which higher class of accommodation than the one to which the Government Servant 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					₹

Name of Places		Class to which entitled	Rail Fare
From	To		₹

1. The 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 for himself / herself or for any of the family members for the concerned block of years _____ to _____

Signature of Government Servant

(To be filled in by the Bill Section)

1. The net entitlement on account of leave travel concession works out to ₹ _____
(Rupees _____)

Vr. No. _____ date _____

Amount ₹
₹

2. The expenditure is debitable to _____

D.D.O.

Jt. Director (CS)

Shri/Smt./Kum. _____

(Signature of the officer authorised to attest entries in the Service Book)