लूटी यात्रा रियायत बिल / Leave Travel Concession Bill

जी॰ए॰आर॰ – (ग) / GAR 14 (C)

शा म / PART – A
(सरकारी सेवक द्वारा भरा जाएगा) (To be filled up by the Government Servant)

1. नाम/Name: ...........................................................................................................................................................................
2. पदनाम/Designation: ................................................................................................................................................................
3. वेतन/Pay: .............................................................................................................................................................................
4. मुख्यालय/Head-quarters: ......................................................................................................................................................
5. मंजूर की गई छुट्टी की प्रकृति और अवधि/Nature and period of leave / sanctioned. From ......................... To ..............................
6. कुटुम्ब के उन सदस्यों की विशिष्टिता जिनकी वात में छुट्टी यात्रा रियायत का दावा किया गया है।

परिवार के सदस्यों के लिए जिनके परिवार के सदस्यों के लिए छुट्टी यात्रा रियायत का दावा किया गया है।

7. सरकारी सेवक और साथ ही उसके कुटुम्ब के द्वारा की गई यात्रा (यात्राओं) के बयारे।

Details of journey(s) performed by the Government servant as well as members of his/her family.

<table>
<thead>
<tr>
<th>क्र. सं.</th>
<th>नाम/Name</th>
<th>आयु/Age</th>
<th>सरकारी सेवक से संबंध/Relationship with the Govt.Servant</th>
</tr>
</thead>
<tbody>
<tr>
<td>S.no. 1</td>
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<tr>
<td>S.no. 2</td>
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<td>S.no. 3</td>
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<td>S.no. 4</td>
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<td>S.no. 5</td>
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<td>S.no. 6</td>
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<td>S.no. 7</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>प्रशासन/Departure</th>
<th>आयाम/Arrival</th>
<th>कि. मी. में दूरी/Distance in Kms.</th>
<th>भाव का प्रकार/Mode of travel and class of accommodation</th>
<th>भावों की संख्या/No. of Fares</th>
<th>संदर्भ भाव/Fare Paid</th>
<th>टिकट नं./Ticket Nos.</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td>To</td>
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</tbody>
</table>

| कस || रू. | पै. |
|-----|-----|-----|

Amount of Advance, if any drawn, Rs.................................................................................................................................
9. उस: उन यात्रा यात्राओं की विस्तारित जिनके लिए सरकारी सेवक ने उस यात्रा से, जिसका वह हकदर है, उच्चतर सेवक में उस सूचित का प्रयोग किया है। Particulars of journey(s) for which higher class of accommodation than the one to which the Govt. servant is entitled, was used(sanction No. and date to be given.)

<table>
<thead>
<tr>
<th>स्थान / PLACE</th>
<th>वाहन का प्रकार</th>
<th>वह यात्रा जिसके लिए हकदर है</th>
<th>वह यात्रा जिसमें वालत्र में यात्रा की किसी</th>
<th>संदर्भ का राशि</th>
<th>फार्ड पाया</th>
</tr>
</thead>
<tbody>
<tr>
<td>से / From</td>
<td>तक / To</td>
<td>Class to which entitled</td>
<td>Class by which actually travelled</td>
<td></td>
<td></td>
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<tr>
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<td></td>
<td></td>
<td>रु.</td>
<td>प.</td>
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10. यह से जुड़े स्थानों के बीच सड़क से की गई (यात्राओं ) की विस्तारित जिनके लिए हकदर है।

Particulars of journey(s) performed by Road between placed connected by Rail.

<table>
<thead>
<tr>
<th>स्थानों का नाम / Name of places</th>
<th>जिसके लिए हकदर है</th>
<th>रेल भाड़ा</th>
</tr>
</thead>
<tbody>
<tr>
<td>से / From</td>
<td>तक / To</td>
<td>रु.</td>
</tr>
</tbody>
</table>

Certified that the:-

(1) उपराओक्त संबंधित जानकारी मेरे सर्वोत्तम जान और विश्वास के अनुसार सत्य है। और Information, as shown above is true to the best to my knowledge and belief; and

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 for any of the family members for the concerned block of ................. years.

(..........................................................)

सरकारी सेवक के हस्ताक्षर
Signature of the Government Servant

तारीख / Date: __________________________
The net entitlement on account of leave travel concession works out to Rs………………………………………………………….as detailed below:

Railway/Air/Bus/Steamer fare: Rs………………………………………………………….

Less Amount of advance drawn vide Voucher No. …………..dtd………………. Rs. ……………………………………………..

Net Amount Rs………………………………………………………….

The expenditure is debitable to………………………………………………………………………

Certified that necessary entries have been made in the Service Book of Mr./Mrs./Miss………………………………………………………………………………………………….

Signature of the Officer authorised to attest Entries in the Service Book
L.T.C. CERTIFICATE
CERTIFICATES TO BE GIVEN BY THE CONTROLLING OFFICER

Certified :-

1. That Mr./Mrs./Miss(Name of the Govt. servant)…………………………………………………………
   has rendered continues 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. 43/1/55-Ests (A) Part II. Dated 11th October, 1956 have been made in the Service
   Book of Mr./Mrs./Miss………………………………………………………………………………………………..
   (Signature & Designation of the Controlling Officer)

CERTIFICATE TO BE GIVEN BY THE GOVT.SERVANT

1. I have not submitted any other claim so far for Leave Travel Concession in respect of myself or my
   family members in respect of the block of the years 20…………………..and …………………….

2. I have already drawn T.A. 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.

3. I have not already drawn T.A. for the Leave Travel Concession in respect of a journey performed by
   me/my wife with……………………………………….children/……………………………………….children. In respect of
   the block of two years 20…………………..and 20………………….this claim is in respect of the
   journey performed by my wife/myself with……………………………………….children/……………………………………….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 a journey performed by me
   in the year, 20…………………..in respect of block of two years 20…………………..and 20…………………..
   This claim is in respect of the journey performed by me in the year 20………………….. 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 living away from place of work.

5. The journey has been performed by me/my wife with……………………………………….children/…………………..
   children to the declared home town viz.

6. 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 two years.

7. Certified that my wife/ husband for whom L.T.C. 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.

8. Certified that my wife / husband for whom L.T.C. 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

__________________________
Signature of the Govt. Servant