

**INDIAN INSTITUTE OF MANAGEMENT, RAIPUR**

**L.T.C. CLAIM BILL**

**PART - A**

(To be filled by the Government Servant)

1.	Kind of LTC (Home Town / Any Place in India)	
2.	Name of the Employee	
3.	Designation	
4.	Scale of Pay (Rs.)	
5.	Place of Visit	
6.	Block Year	
7.	Nature of leave sanctioned	
8.	Period of leave sanctioned	

9. Particulars of members of Family for whom LTC has been claimed:

	Name	Date of Birth	Age (Years)	Relationship with the Employee	Staying with Yes / No
a)					
b)					
c)					
d)					
e)					

10. Details of journey performed by Govt. Servant and the members of his /her family

Place & Date of Visit		Distance in km	Mode of Travel	Class of Accommodation used	No of Fares	Flight / Train / Bus Name & Ticket No	Total fare paid (Rs.)
Departure	Arrival						

**Note: \*Tickets / Boarding Passes must be enclosed in original**

11. Amount of Advance, if any, drawn : .....

12. . Particulars of journey (s) for which higher class of accommodation than the one to which the Government servant is entitled, was used (Sanction No. and date to be given)

Place		Mode of Conveyance	Class to which entitled	Class by which actually travelled	No of Fares	Fare paid (Rs.)
From	To					

**Certified That:** *(Mandatory to tick and fill the appropriate declaration)*

- a) The information as given above is true to the best of my knowledge and belief.
- b) I have not drawn/submitted any other claim so far for leave Travel Concession in respect of myself or my family members in respect of the block of two years 20..... And 20.....
- c) 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 concession.
- d) I have not already drawn T.A. for the leave travel concession in respect of journey performed by me/my wife with ..... children in respect of the block of two year ..... and .....
- e) This claim is in respect of the journey performed by my wife/myself with ..... children none of whom availed of the concession relating to that block.
- f) I have already drawn T.A. for the leave travel concession in respect of a journey performed by me in the year, ..... 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 living away from my place of work.
- g) The journey has been performed by me/my wife ..... children to the declared place/home town viz.....
- h) That my husband/wife is not/employed in government service.
- i) That my husband/wife is employed in government service and the concession has not been availed of by him/her separately for his self/herself or for any of the family members for the concerned block of two years.
- j) All members of my family for whom a claim has been made in this bill are residing with me and are wholly dependent on me.
- k) I and my family members actually travelled for the forward and return journeys in the class of accommodation for which a claim has been made by me.

Dated:

Signature of Employee

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**PART – B**  
(To be filled in by Bill 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 .....
  - (b) Less amount of advance drawn vide ..... Dated .....
2. The expenditure is debited to .....

Accounts Officer

FA &CAO

Chief Administrative Officer

Director

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Payment Details : .....

Accounts Officer

FA &CAO