

R.P.R 14C
[See para 2.7(2) of Subsidiary Instructions]
LTC claim-cum-Bill

Token No.....Token Date.....

(In case of other than e-claim, this bill should be prepared in duplicate-one for payment and the other as office copy)

column 1 to 14 for office purpose:[autofilled in e-claims. Columns 8-9 not for manual bills]

1.Bill/e-Bill No.	2. Bill/e-Bill date	3. Bill Amount (Rs.)	4.DDO Name & Code	
5.Sanctioning Authority (PD) Name & Code	6. Sanction/e-sanction No.	7.Sanction/e-sanction date	8.Claim Reference No.	9.e-Claim Date
10. F.Y	11.Grant No	12.Category (V/C)	13.Head of Account	14. Object Head Description

Part- A (to be filled up by the claimant)

1. Claimant details

Employee Code/Unique id

(i)Name of the claimant	(ii)Designation	(iii)Name of the Office	(iv)Pay level	(v)Pay
(vi)Mobile No.	(vii)E mail id	(viii)Bank Name	(ix)Bank A/c No	(x)Bank IFSC Code

2. Details of journey:

(i)Headquarters	(ii) Date of Joining Govt. service	(iii) Home Town
(iv) Nature and period of leave sanctioned :days. Leave from.....to	(v)Block year	(vi) If Extended : Y/N. If Yes, Block Year:

3. Whether advance taken earlier: Yes/No

If yes, provide the details as under :-

In case of e-claim through PFMS		Amount claimed	Amount received
Claim Reference No.	Claim date		
			TOTAL A

4.Details of journey (s) performed by the Govt. employee as well as members of his/her family :

Departure		Arrival		Distance in Km. for road Mileage	Mode of travel	No. of fares	Travelled		Ticket No./ PNR No.
Date and Time	From	Date and Time	To				Class	Fare Paid Rs.	
(a)	(b)	(c)	(d)	(e)	(f)		(g)	(h)	(j)
								Total B	

5. Details of journey (s) performed by road between places connected by rail

Date	Name of place		Mode of travel	Distance in km	Actual Fare paid	#Bus Ticket Number
	From	To				
(a)	(b)	(c)	(d)	(e)	(f)	(g)
					TOTAL C:	

6. Particulars of the members of the family in respect of whom the LTC has been availed

Sl. No	Name	Age	Relationship with the Government servant
(a)	(b)	(c)	(d)

7. Details of journey (s) performed by road between nearest airport/railway station/bus terminal upto the declared place of visit where no public transport is available.

Date	Names of places		Mode of travel	Distance in km	Actual Fare paid	@Rate per km	Road Mileage
	From	To					
1	2	3	4	5	6	7	8=(5x7)
					Total D1		Total D2

8. Total amount claimed (4B + 5C + 7D1)=Rs.....

9. Net amount claimed =Total amount claimed less advance taken
(Col.8-3A) = Rs.....

10. Self declaration certificate

- (i) The information as given above is true to the best of my knowledge and belief.
- (ii) I further declare that I have neither claimed nor I will claim part or full of this claim for this journey from any other source/office.
- (iii) I and the members of the family in respect of whom the claim is submitted have indeed travelled upto the declared place of visit.
- (iv) In case of the above declaration given by me is not found true at any stage, I shall be liable to disciplinary action under Central Civil Services (Classification, Control and Appeal) Rules, 1965, as amended from time to time and to refund the sum alongwith penal interest thereon to the Government.
- (v) That my spouse is not employed in Govt. service/that my spouse is employed in Government service and the concession has been availed by him/her separately of himself/herself or for any of the family members of the concerned block ofyears.

Date:

Signature/e-sign/DSC of claimant

Supporting documents

(i) Ticket /e-Ticket

(ii)Boarding pass in case of Journey by Air or *requisite certificate*