



FINAL BILL FOR LEAVE TRAVEL CONCESSION

Home Town / Anywhere in India (Delete which is not applicable)

BLOCK YEAR.....

- Note: 1. This bill is to be submitted to Accounts Section.
2. The bill for reimbursement should be submitted within (a) one month, where an advance is drawn, (b) three months, where no advance is drawn; from the date of completion of the journey.

PART - A (TO BE FILLED IN BY THE EMPLOYEE)

1. Name of the employee :
2. Designation :
- Dept./Section/Centre :
3. Particulars of person(s) in respect of whom LTC has been claimed for:

Sl No	Name	Age	Relationship with the IITG staff	Travelling (place)			Remarks
				From	To	Back (Yes/No)	

4. Details of journey(s) performed by the person(s) named above:

Ticket details	Departure		Arrival		Distance in Kms.	Mode of travel & Class	No. of fares	Fare paid		Remarks
	Date & Time	From	Date & Time	To				Rs.	P.	
For Travel for which tickets were obtained from *ATA										
For travel by rail / road & air for which tickets were not obtained from *ATA										

* ATA: Authorized Travel Agent

5. Amount of advance, if any, drawn Rs..... (in words)

6. Particulars of journey (s) for which higher class of accommodation than the one to which the IIT staff is entitled:

Place		Mode of conveyance	Class to which entitled	Class by which actually travelled	No. of fares	Fare paid	
From	To					Rs.	P.

7. Particulars of journey (s) performed by road between places connected by rail:

Name of places		Class to which entitled	Rail fare	
From	To		Rs.	P.

I declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I undertake to refund the amount in full in one instalment, if at any time, it is found that the LTC claimed by me for self and for the persons mentioned above is not admissible.

Date:_____

Signature of the employee

Emp_No.: _____

PART-B (TO BE FILLED IN BY THE FINANCE & ACCOUNTS SECTION)

1. The net entitlement of account of leave travel concession are as detailed below:

(a) Railway/Air/Bus/Steamer fare : Rs.....

(b) Less amount of advance drawn : Rs.....

(c) Net amount : Rs.....

(In words :Rs)

2. The expenditure is debitable to

Signature of the Bill Assistant

Signature of Dy. Registrar/Asst. Registrar (F&A)

Signature of the Director / DOFA / Registrar

Certified that necessary entries regarding the LTC claims as above are made in Service Book of

Dr./Mr./Ms.....

Signature of the Officer authorised to attest entries in the service book