

JAWAHAR NAVODAYA VIDYALAYA

DISTRICT: _____ STATE _____

BILL NO

DATE

LEAVE TRAVEL CONCESSION BILL

FOR THE BLOCK/CALENDAR YEAR _____ TO _____

PLACE OF VISIT : _____

NEAREST RAILWAY STATION /BUS STAND : _____

PART - A

(TO BE FILLED BY THE GOVERNMENT SERVANT)

1. Emp. Code _____ 2. Name _____

3. Designation _____ 4. Basic Pay *and Grade pay:* _____

(As on date of
onward journey)

5. Headquarters _____

6. Leave Details

a) Nature of Leave _____ b) Period _____

7. Particulars of members of family in respect of whom the LTC has been claimed

Sl.No	Name	Age	Relationship
1			
2			
3			
4			
5			
6			
7			
8			

8. Details of journey(s) performed by Government Servant and the members of his/her family .

Dep. Date & Place	Arrival Date & Place	Distance (Kms)	Mode of Travel used	Class of Accommodation	No. of fares	Fare Paid	Ticket Nos	PNR Nos	Remarks

9. Amount of advance, IF ANY DRAWN Rs:- _____

10. 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)

Date & Place		Mode of Conveyance	Class to which Entitled	Class by which Traveled	No of fares	Fare Paid	Tickets (Nos)
From	To						

11. Particulars of Journey(s) performed by the road between places connected by rail:

Date & Names of places		Class to which entitled	Fare Paid	Tickets (Nos)
From	To			

