

Bill No.

AILTC/H.T.L.T.C ADJUSTMENT BILL

For the Block of Years To

PART A

(To be filled by the Government servant)

1. Name 2. Designation
3. Basic Pay 4. I.D. No.
5. Nature and period of leave sanctioned :
Nature of Leave From To
6. Headquarter
7. Particulars of members of family in respect of whom the AILTC/HTLTC has been claimed :

Sl. No.	Name(s)	Age	Relationship with the Govt. servant

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

Departure	Arrival	Distance in km	Mode of travel	Class of Accommodation used	No. of fares	Fares paid Rs.	Name of the train (PNR No./ Ticket No.)	Remarks

9. Amount of advance drawn if any, 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) :

Place		Mode of Conveyance and distance in kms.	Class to which entitled	Class by which actually travelled	No. of fares	Fares paid Rs. P.	
From	To					Rs.	P.

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

Name of places		Distance in kms.	Class to which entitled	Rail Fare Rs.
From	To			

CERTIFIED THAT –

1. The information as given above is true to the best of my knowledge and belief;
2. 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 or for any of the family members for the concerned block of years to
3. That my husband/wife for whom/H.T.L.T.C/AILTC 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; and
4. That my wife/husband for whom/H.T.L.T.C/AILTC is claimed by me is not employed in any Public Sector Undertaking/Corporation/Autonomous Body financed wholly or partly by the Central Government or a Local Body, which provides H.T.L.T.C/AILTC facilities to its employees and their families.

Date

Signature of Government Servant

PART B

Certified that necessary entries have been made in the Service Book of Dr./Shri/Smt.

Dealing Assistant

Section Officer/Administrative Officer

PART C

(To be filled in by the Bill Section)

1. The net entitlement on account of leave travel concession works out (7+10) to Rs. (Rupees)
- as detailed below –

- (a) Railway/Air/Bus/Steamer fare
- (b) Less amount of advance drawn vide OB No.

Net amount to be paid/refunded

Rs.	P.

2. The expenditure is debitable to

Countersigned

Bill Asst.
(initial)

Section Officer

Drawing and Disbursing Officer
(Signature)

Controlling Officer
(Signature)

For use in F & A Section

- (a) Admitted Rs./- (Rupees only)
- (b) Less amount of advance Rs. (Rupees)
- drawn vide OB No. of
- (c) Not payable Rs. (Rupees only)

Dealing Asst.

SO (F&A)

F & AO

Vr. No.

Cheque No. dt

Dealing Asst.

SO (F&A)

F & AO