



गुजरात केन्द्रीय विश्वविद्यालय  
(भारत की संसद के अधिनियम सं. 25, 2009 के तहत स्थापित)

**CENTRAL UNIVERSITY OF GUJARAT**

(Established by an Act of Parliament of India, No 25 of 2009)

Form T.R.25 **CENTRAL**

GAR-14-C

Sub-Bill Sub-Bill No \_\_\_\_\_ LTC

**LEAVE TRAVEL CONCESSION BILL**

For the Block of years \_\_\_\_\_ to \_\_\_\_\_

[ NOTE. - This is should be prepared in duplicate-one for payment and the other as office copy.]

**PART A**

(To be filled in by the Government servant)

1. Name \_\_\_\_\_ 2. Designation \_\_\_\_\_

3. Pay \_\_\_\_\_ 4. Headquarters \_\_\_\_\_

5. Nature and period of leave sanctioned:

Nature of leave from \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

6. Particulars of members of family in respect of whom the Leave Travel Concession has been claimed:

Sl. No.	Name (s)	Age	Relationship with University Employee

7. Detail of journey (s) performed by university employee 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. P.	Remarks

8. Amount of advance, if any, drawn \_\_\_\_\_ Rs \_\_\_\_\_



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9. Particulars of journey (s) for which higher class of accommodation than the one to which the university employee is entitled, was used (Sanction No. and date to be given):

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

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

Name of Places	Class to which entitled	Rail fare Rs. P.

### **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 LTC 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 husband/wife for whom LTC 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 provided leave Travel Concession facilities to its employees and their families.*

Date \_\_\_\_\_

Signature of Government servant



**PART B**

**(To be filled in by the 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 \_\_\_\_\_ Rs. P.

(b) Less amount of advance drawn vide Vr. No. \_\_\_\_\_ dated \_\_\_\_\_.

Net amount

2. The expenditure to debitable to \_\_\_\_\_.

1. Bill Clerk Drawing

(Initial)

2. Disbursing officer

(Signature)

3. Countersigned

Controlling Officer

(Signature)

.....  
Certified that necessary entries have been made in the services book of

Shri/Smt./Kum \_\_\_\_\_

(Signature of the Officer authorized  
to attest entries in the Service Book)