

ICAR- Central Institute for Research on Goats,

Makhdoom, Mathura

Doc. No.: CIRG/IS/12	
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Dated: 01/05/19

Revision No.:0.0 Issue No.: 1.0 Page No: 1 of 4

LEAVE TRAVEL CONCESSION BILL

(to be submitted in duplicate)

Form T.R.25 CENTRAL		GAR-14-C	Sub-Bill No				
		/T. 1 (91)	PART A				
		(10 be fille	ed in by the Govern	nment servant)			
1.	Nan	ne of the Employee	••••••				
2.		gnation & Section/ Unit to ch attached					
3.	Pay	Level/ Grade Pay	•••••				
4.		are and period of leave ctioned/ applied					
5.		k year for which the present C is claimed.					
6.	Nati	ire of the Present LTC	Home Town	n LTC/ All India LTC/ Annual LTC/ in			
			Lieu of Home Town LTC				
7.	Dest	ination Place	••••••				
8.		iculars of members of family	in respect of who	m the Leave Travel Concession has been			
	Sl. No	Name	Age	Relationship with the Government Servant			



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Doc. No.: CIRG/IS/12

Revision No.:0.0	Issue No.: 1.0	Page No: 2 of
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9. Details of journey(s) performed by the Government servants and the members of his/ her family:

Departure		Arrival		ure Arrival		Distance	Mode of Travel	No.	Fare	Remarks
Date & time	From	Date & time	То	in Kms	& Class of Accommodation	of Fares	Paid (in Rs.)			

10. Particulars of journey(s) for which higher class of accommodation that the one to which the Government servant is entitled, was used (Sanctioned No. & Date to be given):

From	То	Type of Vehicle	Class to which entitled	Class by which actually travelled	No. of Fares	Fare Paid (in Rs.)

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

	Place	Class to which entitled	Rail Fare
From	То	Class to which children	(in Rs.)



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Revision No.:0.0

Doc. No.: CIRG/IS	3/12	
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Dated: 01/05/19

Signature of the Employee

Issue No.: 1.0 Page No: 3 of 4

12.	Amount of advance, if any drawn
Cer	tified 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
	yearsto
	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 provides Leave Travel Concession facilities to its
	employees and their families.
Plac	ce:



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Revision No.:0.0

Doc. No.: C	IRG/IS/12
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Dated: 01/05/19

Page No: 4 of 4

PART-B (To be filled in the bill section)

Issue No.: 1.0

The	net entitlement on account of Leave Travel Concession works out to Rs					
(Ruj	(Rupees only) as detailed below:					
Sl. No	Particulars	Amount (in Rs.)				
a)	Air Fare					
b)	Train Fare					
c)	Other mode of transportation Fare					
d)	Gross Amount					
e)	Less: Amount of Advance drawn vide Voucher No dated					
f)	Net amount payable					
g)	Extra amount refunded vide T.R. No dated					
The	expenditure is debitable to the Head of Account:					
(Dat	ted initials of the Bill Clerk) (Dated Signatur	e of the D.D.O.)				
	Countersigned					
	(Dated Signature of the Controlling Officer)					
Cert	tified that necessary entries have been made in the Service Book of the employe	ee.				

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