

REGIONAL CENTRE FOR BIO-TECHNOLOGY

(NCR-BSC, Faridabad-Gurgaon Expressway, Faridabad)

LEAVE TRAVEL CONCESSION CLAIM BILL

1. Name
2. Designation
3. Basic Pay & Grade Pay Rs.+Rs.
4. Nature & Period of leave sanctioned:
5. Block Year (HT / All India)
6. Destination
7. Particulars of members of family in respect of whom the LTC has been claimed :

S. No.	Name	Age	Relationship
1.			
2.			
3.			
4.			
5.			
6.			

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

Departure		Arrival		Distance in Kms	Mode of Travel & class	No. of fares	Total fare paid	Tickets Nos.
Place	Date	Place	Date					

9. Amount of advance drawn Rs.

Certified that :

- [i] Information as given above is true and to the best of my knowledge and belief ;
 - [ii] My husband / wife is not employed and
 - [iii] My husband / wife is employed in
-
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 year.

Date

(Signature of Employee)

[FOR USE IN ADMINISTRATIO]

Certified that necessary entries have been made in the Service Book of the official.

Signature of SO / AO.

[FOR USE IN ACCOUNTS SECTION]

The net entitlement on account of Leave Travel Concession works out to Rs.as detailed below:

- (a) Railway/ Air / Bus Steamer fare Rs.
- (b) Less amount of advance drawn Rs.
- (c) Net amount payable Rs.

Passed for Rs.

(Competent Authority)