



**NATIONAL INSTITUTE OF PUBLIC
COOPERATION & CHILD DEVELOPMENT**
5, Siri Institutional Area, Hauz Khas, New Delhi-110016

Form T.R. 25.
(Sub-bill)
LTC

Sub bill No. _____

LEAVE TRAVEL CONCESSION BILL

For the block of years _____ To _____

(Note — This bill 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 of period of leave sanctioned .
Nature of leave _____ From _____ to _____
6. Particulars of members family in respect of whom the Leave Travel Concession has been claimed :

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

7. Details of journey(s) performed by Government Servant and the members of his/her Family :

Departure Place & Date	Arrival Place & Date	Distance in km	Mode of travel	Class of Accommodation used	No. of fares	Fares Paid ₹	Remarks

8. Amount of advance, if any drawn _____ ₹ _____

9. Particulars of journey(s) for which higher class of accommodation than the one to which the Government Servant is entitled, was used, (Sanction No. & date to be given).

Place		Mode of conveyance	Class to which entitled	Class by which actually travelled	No. of fares	Fare Paid
From	To					₹

