

**T.R. FORM NO. 22)**  
[See sub-rule (2) of T.R. 4.104]

D.D.O. Code. \_\_\_\_\_ Bill No. \_\_\_\_\_ Date \_\_\_\_\_  
Grant No. \_\_\_\_\_ Token/T.V. No. \_\_\_\_\_ Date \_\_\_\_\_  
Head of Account Code \_\_\_\_\_  
\_\_\_\_\_

LEAVE TRAVEL CONCESSION BILL FOR THE YEAR \_\_\_\_\_/FOR THE BLOCK OF YEAR<sup>†</sup> \_\_\_\_\_ TO \_\_\_\_\_

Note – This bill should be prepared in duplicate – one for payment and the other as office copy.

PART A (To be filled up by Government employee)

1. Name
2. Designation
3. Pay
4. Headquarters
5. Nature and period of leave sanctioned  
From \_\_\_\_\_ to \_\_\_\_\_
6. Particulars of members of family in respect of whom the L.T.C. has been claimed.

Serial No.	Name(s)	Age	Relationship with the Government employee
1.			
2.			
3.			
4.			
5.			

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

Departure		Arrival		Distance in kms. by road	Mode of travel and class of accommodation used	No. of fares and Ticket No.	Fare paid	Remarks
Date and time	From	Date and time	To					
1	2	3	4	5	6	7	8	9
							Rs.	

<sup>†</sup> Application to Central Govt. employees on deputation and / or All India Service Officers.

8. Amount of advance, if any, drawn Rs. \_\_\_\_\_
9. Particulars of journey(s) for which higher class of accommodation than the one to which the Government employee is entitled, was used.

(Sanction No. and Date to be given).

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

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

Name of Place		Class to which entitled	Rail Fare
From	To		
			Rs. P.

Certified that the –

- Information, as given above is true to the best of my knowledge and belief; and
- 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 or himself/herself or for any of the family members for the concerned block of \_\_\_\_\_ years.

Signature of the Government employee

Date \_\_\_\_\_

PART B (To be filled in the Bill Section)

The net entitlement on account of traveling allowance works out to Rs. \_\_\_\_\_ as detailed below:

	Rs.	P.
(a) Railway/air/bus/steamer fare		
(b) Less amount of advance(s) if any, drawn <i>vide</i> voucher(s) No. _____ date _____		
Net amount ... .. (in words)	Rs. _____ Rupees _____ only.	
Allotment received Rs. _____		
Progressive Expenditure Rs. _____ (including this bill)		
Balance available Rs. _____		
Please pay to self by open cheque / Account Payee cheque in favour of _____		

Bill clerk

Accountant

Signature of Drawing & Disbursing Officer

Countersigned

Signature of Controlling Officer

Certified that necessary entries have been made in the Service Book of  
Shri/Shrimati/Miss \_\_\_\_\_

*Signature of the Drawing &  
Disbursing Officer*

**For use at the Treasury**

Examined and entered.

Pay Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) only  
(in words)  
as per endorsement of the Drawing & Disbursing Officer

Accountant/J.A.O.

T.O./A.T.O./P.A.O./A.P.A.O.

Dated \_\_\_\_\_ 20\_\_

---

**For use at the Office of the Accountant General (Audit), West Bengal**

Admitted Rs. \_\_\_\_\_  
Objected Rs. \_\_\_\_\_ for reasons stated below.

Dated \_\_\_\_\_ 20\_\_  
Officer

Auditor

S.O./A.A.O./Audit

---