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____________________ 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 Mode of travel No. of Fare Remarks
   Date and Date in kms. travel and class of fares and paid
   time From time by road accommodation Ticket paid Remarks
   __________________________  __________________________  __________________________  __________________________  __________________________  __________________________  __________________________  __________________________  __________________________  __________________________  __________________________  __________________________  __________________________  __________________________  __________________________  __________________________

† 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).

<table>
<thead>
<tr>
<th>Place</th>
<th>Mode of conveyance</th>
<th>Class to which entitled</th>
<th>Class by which actually traveled</th>
<th>No. of fares and Ticket No.</th>
<th>Fare paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td>To</td>
<td></td>
<td></td>
<td></td>
<td>Rs. P.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Name of Place</th>
<th>Class to which entitled</th>
<th>Rail Fare</th>
</tr>
</thead>
<tbody>
<tr>
<td>From To</td>
<td></td>
<td>Rs. P.</td>
</tr>
</tbody>
</table>

Certified that the –

1. Information, as given above is true to the best of my knowledge and belief; and

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 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
    vide voucher(s) No. ________________
date ____________________________

Net amount … … … Rs.__________________________
       (in words) 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
(as per endorsement of the Drawing & Disbursing Officer)


Dated ____________20__

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

Admitted Rs.___________________
Objected Rs.___________________ for reasons stated below.

Dated _______________20__    Auditor                        S.O./A.A.O./Audit
Officer