

**INDIAN INSTITUTE OF SCIENCE, BANGALORE – 560 012
LEAVE TRAVEL CONCESSION BILL**

1. NAME : 5. DECLARED PLACE OF VISIT : Home Town
Any Place in India

2. DESIGNATION : 6. DEPARTMENT :

3. BASIC PAY : Rs. 7. ADVANCE BILL NO.

4. NATURE OF LEAVE AVAILED / SANCTIONED : FROM TO

8. PARTICULARS OF MEMBERS IN R/O OF WHOM THE L.T.C. HAS BEEN CLAIMED :
(including self, if availed)

Sl No.	Name	Age	Relationship	Remarks
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

Details of Journey performed (Onward)

Departure		Arrival	Mode of Travel	Air/Train/Bus Ticket Nos.	Distance in Kms.	Amount claimed	Remarks
Date	Place	Date	Place				

Details of Journey performed (Return)

Departure		Arrival	Mode of Travel	Air/Train/Bus Ticket Nos.	Distance in Kms.	Amount claimed	Remarks
Date	Place	Date	Place				

Gross Amount Claimed : Rs.

Amount of Advance Sanctioned : Rs.

Balance amount claimed / refunded : Rs.

CERTIFIED THAT ...

1. The information as given above is true to the best of my knowledge and belief.
2. The Air / Train / Bus tickets for the journeys performed are enclosed.
3. That my husband / wife is not employed in Govt. Service / Public Sector Undertaking / Corporation / Autonomous Body / Local Body financed by Government.
4. That my husband / wife is employed in Govt. Service / Public Sector Undertaking / Corporation / Autonomous Body / Local Body financed by Government. And the LTC has not been availed of by him / her separately or for any of the family members for the block year to from the organization. Necessary certificate from his / her employer has been enclosed.

Date :

FOR OFFICE USE ONLY			
Passed for Rs. _____	Debit _____.		
Adjustment Rs. _____	Credit _____.		
For Payment Rs. _____.			
Supr / Supdt.	Accounts Officer	Internal Auditor	Financial Controller

Signature & Designation of the Employee
Countersigned by

Chairman
Dept./ Section