**ADJUSTMENT-CUM-PAYABLE**

GAR 14-C (Sub-bill (LTC)) T.R.25 CENTRAL Sub-bill No.\_\_\_\_\_\_\_\_\_

**LEAVE TRAVEL CONCESSION BILL under special cash package equivalent in lieu of LTC fare for**

**Central Government during the Block 2018-21**

(AILTC B/Y 2018-21 / HTLTC B/Y 2018-19 (C/F 2020) / HTLTC B/Y 2020-21 / HTLTC – 2020(new recruits)

**(strike out whichever is not applicable)**

(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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Pay \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4) Pay Level\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5) Particulars of members of family in respect of whom the above LTC package has been claimed:

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

6) Particulars of total number of item(s) purchased with GST:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl.  No. | Particulars of Item(s) purchased | Cost of item | % and Rate of GST (Rs.) | Mode of payment and Account No.  **\*\*** | Total amount spent  (3 + 4) | Remarks |
| 1 | 2 | **3** | 4 | 5 | 6 | 7 |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | Grand Total |  |  |  |  |  |

**\*\* Receipt(s) of cashless payment should be enclosed**

7) Amount of Advance, if any, drawn : C:\Users\suryanarayana\Desktop\NSN\symbol rupee.jpg\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*CERTIFIED THAT*:

1. The information as given above is true to the best of my knowledge and belief; and
2. That my husband/wife is not employed in Govt. Service/that my husband/wife is employed in Govt. Service and the concession under special cash package equivalent in lieu of LTC fare for Central Government during the block 2018-21 has not been availed of by him/her separately for himself/herself or for any of the family members.

Date: Signature of Government Servant

(P.T.O.)

**: 2 :**

***PART-B***

***(to be filled in by the Bill Section)***

|  |  |  |
| --- | --- | --- |
| Sl.No. | Particulars for eligibility | Amount (Rs.) |
| 1 | Amount to be spent as per Office Order |  |
| 2 | Actual amount spent for total purchased item |  |
| 3 | Whether amount spent higher than the Officer Order | YES / NO |
| 4 | If **‘NO’** at Sl.No.3, eligible proportionate amount on Deemed Fare value |  |

1. The net entitlement on account of leave travel concession under special cash package equivalent in lieu of LTC fare for Central Government during the block 2018-21 works out to Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_as detailed below:

|  |
| --- |
|  |
|  |

1. Actual eligible Deemed Fare Value as per Office Order

1. **Less**: Payment of Advance on Deemed Fare value

vide Bill No.\_\_\_\_\_\_\_\_\_\_\_\_ , Date\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Balance amount (a - b) to be paid

1. The expenditure is debitable to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Initial of Bill Clerk Signature of D.D.O.

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

Dr. / Sri / Smt. / Kum. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature of the Officer authorised

to attest entries in the Service Book)

Countersigned

Signature of Controlling Officer