

PROFORMA for submitting AILTC claims (subsequent to performing journey)**AILTC BILL FOR THE BLOCK 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 Railway Servant)

1	Name of Railway Servant	
2	Designation	
3	Employee Number	
4	Pay and Pay Level	
5	Headquarters	
6	Nature and period of leave sanctioned	
7	Date of submission of Declaration/Intimation and PPSC to concerned ERB section.	

8. Particulars of members of family in respect of whom the AILTC has been claimed.

S.No.	Name(s)	Age	Relationship with the Government Servant
(i)			
(ii)			
(iii)			
(iv)			
(v)			
(vi)			

9. Details of Journey(s) performed by Railway Servant and the member of his/her family.

Departure		Arrival		Distance in Kms	Mode of travel and class of accommodation used	No. of Fares	Fare Paid
Date and Time	From	Date and Time	To				Rs./Ps
1.	2.	3.	4.	5.	6.	7.	8.

10. Amount of Advance, if any drawn : _____

11. Particulars of Journey(s) for which higher class of accommodation than the one to which the Railway Servant is entitled was used.

Place		Mode of Conveyance	Class to which entitled	Class to which actually travelled	No. of Fares	Fare Paid
From	To					
1	2	3	4	5	6	7

Date _____

Encl: Original copy of all Bills to be submitted along with all tickets/air tickets and boarding passes in original duly stamped by the Airport Authorities. Photocopy of advance intimation is also to be submitted to concerned ERB Unit.

Signature of Railway Servant

RUID No.

Mobile No

Self Certification (Part B)

I _____ Designation _____

RUID No. _____ Employee No. _____ Certify that:

1. Information as given in Part 'A' relating to my ALLTC claim is true to the best of my knowledge and belief.
2. I have not availed of any benefit other than air travel as a part of the package offered by the airline.
3. That my husband/wife is not employed in Government / That my husband/wife is employed in Government Service and the concession has not been availed of by him/her separately for himself/herself or for any of the family members for the concerned block of years.
4. Certified that my wife/husband for whom L.T.C. is claimed by me is employed in(Name of the Public Sector Undertaking/Corporation/Autonomous body etc.) which provides Leave Travel Concession facilities but he/she has not preferred and will not prefer, any claim in this behalf from his/her employer.
5. Certified that my wife/husband for whom L.T.C. is claimed by me is not employed in any Public Sector Undertaking/Corporation/Autonomous body financed wholly or partly by the Central Government or a Local Body which provides L.T.C facilities to its employees and their families.
6. I have already drawn ALLTC claim for the Leave Travel Concession in respect of journey performed by me/my wife with.....children. This claim is in respect to the journey performed by my wife/myself withchildren none of whom traveled with the party on the earlier occasion.
7. I have not submitted any other claim so far for Leave Travel Concession in respect of myself or my family members in r/o the block year.....

Date:

Place:

Signature of Railway Servant

Name :

Designation :

Mobile No. :

Part – C (to be filled by concerned Cash Section)

1. The net entitlement on account of leave travel concession works out to	Rs.	
(a) Railway/Air/Bus/Steamer fare	Rs.	
(b) Less amount of advance drawn vide Voucher No. _____ dated _____	Rs.	
Net Amount	Rs.	
2. The expenditure is debitable to		
Initials of Dealing hands	Signature of SO/Cash-I/II/III	
	Countersigned – US/Cash	
	Signature of Controlling Officer - Dir/GA	
Note: Before sending the final Bill to PAO the following certificate in Part(D) may be obtained from concerned ERB Section. As regards entry in Service Book of Gazetted Officers, the same be taken care of at the time of final clearing of LTC claim.		

Part – D (to be Given by Concerned ERB Section/PAO/RB)

1. Certified that Shri/Smt/Miss has rendered continuous service for four or more years on the date of commencing the outward journey &
2. That necessary entries have been made in the Service Book of Shri /Smt /Miss _____

Signature of the Officer authorized
to attest entries in the Service Book – PAO/SO-ERB-I/II/V

For use in Pay and Accounts Office

Voucher No..... Dated.....

Pay Rs..... Rupees.....

VideDated.....

Signature of the PAO