Bill No. ……

INSTITUTE OF PHYSICS
BHUBANESWAR

LEAVE TRAVEL CONCESSION BILL

For the Block of year …… … to ……..
(NOTE–*This bill should be prepared in duplicate one for payment and the other for office copy*).

PART – A
(To be filled by the employee)

1. Name ……
2. Designation ……
3. Pay ……
4. Headquarters ……
5. Nature and period of leave sanctioned :
   Nature of leave …… from ……. to ……
6. Particulars of members of family in respect of whom the leave Travel Concession has been claimed :

Sl. No.	N a m e (a)	A g e	Relationship with the Institute employee.

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

Deparature	Arival	Distance in K. M.	Mode of Travel	Class of accommodation used	No. of fares	Fares paid		Remark
						Rs.	P.	

8. Amount of advance, if any, drawn Rs. _____
9. Particulars of Journey(s) for which higher class of accommodation then the one to which the employee is en titled, 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	Fare Paid	
					Rs.	P.

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

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

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 Institute service / that my husband wife is employed in Institutre service and the necessary has not been availed of by his/her separately for himself/herself or for any of the family.

Date _____ Signature of employee

PART – B

1. The net entitlment on account of leave travel concession works out Rs. _____ (Rupees _____) as declared below:

(a) Rly. / Air/ Bus / Seamer fare Rs. _____
(b) Less amount of advance drawn Rs. _____
vide O. O. No. _____
dated. _____
Net Amount Rs. _____

2. The expenditure is debitable to

Bill Clerk
(initials)

Drawing and Disbursing Officer
(Signature)

Countersigned

Controlling Officer
(Signature)

Certified that necessary entries have been made in the Service Book of Shri / Smt. Kum. _____.

(Signature of the Officer Authorised to attest entries in the Service Book).