

NATIONAL SANSKRIT UNIVERSITY:: TIRUPATI

Home Town / Leave Travell Concession Bill

All India

for the Block of years _____ to _____

Part - A

(to be filled by the employee)

1. Name :
2. Designation :
3. Pay :
4. Headquarters :
5. Place of Visit (Village, Town, District, State) (to be tallied with the information furnished in the office) :
6. Nature and period of leave Sanctioned :
Nature of leave _____ to _____
From _____
7. Particulars of members of family in respect of whom the Leave Travel Concession has been claimed.

SL. NO.	NAME(S)	AGE	RELATIONSHIP WITH THE GOVT. SERVANT
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

8. Details of journey (s) performed Government Servant and the members of his/her family.

S. No.	PLACE							Mode of Travel	Class of Accommodation used	No. of fares	Fare Per Person		Total Amount		PNR & Ticket Nos.
	FROM Departure		TO Arrival			Distance K.M.	Rs.				Ps.	Rs.	Ps.		
	Train No.	Date	Time	Date	Time										

Signature of the Employee

9. Amount of Advance, if any, drawn : Rs. _____
 Amount of Bill : Rs. _____
 Balance to be refunded / to be paid : Rs. _____

10. Particulars of journey(s) for which higher class of accommodation than one to which the Government Servant is entitled, was used. (Sanction No. & Date to be given.)

From	To	Mode of Conveyance	Class which entitled	Class by which actually traveled	No. of fares	Fare Paid Rs.

11. Particulars of journey(s) Performed by road between places connected by rail : (Bis tickets must be enclosed)

Sl. No.	Date and time	Name of Places		No. of Fares	Class to which entitled	Bus fare		Rail Fare	
		From	To			Rs.	Ps.	Rs.	Rs.
1.									
2.									
3.									
4.									
5.									

Certified that :

- The information as given above is true to the best of my knowledge and belief and
- That my husband / wife is not 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 _____ to _____

Date : _____

Signature of the Govt. Servant

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

Asst.

S.O

D.R

**REGISTRAR
NATIONAL SANSKRIT UNIVERSITY
TIRUPATI**

Part - B

(to be filled in by the bill setion)

1. The net entitlement on account of leave travel concession works out to Rs. _____
(Rupees _____)

a) Railway / Air Bus / Steamer Fare -

b) Less amount advance drawn -

Vide Vr. No. _____

dated _____

Net Amount

Rs.	Ps.

2. The expenditure is debitable to _____

S.O

A.R

D.R

F.O

**REGISTRAR
N S UNIVERSITY
TIRUPATI**

Bill No. :

Date :

Passed for Rs. _____ (Rupees _____

_____ only)

Clerk

S.O.(Accts.)

AR (F&A)

Finance Officer

Registrar