

Advance taken Rs.....

STATE BANK OF INDIA

ADMINISTRATIVE OFFICE, KOLKATA

LEAVE FARE/HOME TRAVEL CONCESSION BILL

1. Name :
2. Designation & Basic Pay :
3. Department where posted :
4. Date of Appointment :
5. Period of leave (mentioning the dates) : (a) (b) (c) (d)
6. Place of domicile and the nearest railhead to place of domicile :
7. The serial number of the railway/steamer tickets and the names of the stations wherefrom purchased :
8. The date and time of arrival and departure from the place of domicile or the place where proceeded on leave for rest & recuperation : (a) (b) (c) (d) (e)
9. The date and time of departure from and return to place of work : (a) (b) (c) (d) (e)
10. Names, ages and relationship of the members of family who are wholly dependent : (a) (b) (c) (d) (e) (f) (g) (h) (i) (j) (k) (l) (m) (n) (o) (p) (q) (r) (s) (t) (u) (v) (w) (x) (y) (z)
11. Total number of tickets :

Railway / Steamer / Bus fare for self and my family members from to and back as per money receipts No. (enclosed) Rs

Certified that the particulars mentioned above are correct and the amount claimed are actually spent by me. Also certified that the cost of travelling by the cheaper means of transport has been claimed. I further certify that my parents / father who travelled with me on the journey (both ways) are wholly dependent on me and that they have no other independent source of income to maintain.

The excess amount of advance may please be debited to my S. B. or C. A..... maintained with

Date :

Place : Kolkata

Signature of the applicant.

PROFORMA

In connection with the travelling / leave fare concession bill dated.....
submitted by me, I certify that I performed the following journey(s) by train
for which no money receipts were issued by the Railway Authorities.

- a) Fromto.....by.....class
- b) Fromto.....by.....class

2. The details regarding the journey(s) performed by me are furnished below:

Onward journey Return journey

- 1) Serial No. of tickets & Reservation tickets :
- 2) Date of purchase :
- 3) Date of journey :
- 4) Issuing station :
- 5) Distance covered :
- 6) Distance covered :
- 7) Cost of tickets :
- 8) Destination :
- 9) Any other date which the Bank may require, to consider reimbursement :

I certify that the above particulars are correct.

Signature of the employee