

NOTED IN.....

The Chief Manager (OA)  
State Bank of India,  
Administrative Office, Kolkata

CHEQUE NO..... PAY RS.

DATE :

CHIEF MANAGER (OA)

DATE :

L. F. C. BLOCK PERIOD

Date of Appointment.....

Date of Promotion.....

**APPLICATION FOR ENCASHMENT OF LEAVE FARE CONCESSION**

**As per Circular No. CDO/PER & HRD/17/05-06 Dated 07-07-2005**

**As per Circular No. CDO/PER & HRD/16/05-06 Dated 15-06-2005**

I have been granted leave for .....days from.....to.....  
as per my leave application dated.....

2. I intend to encash my leave Fare Concession facility for the Block period mentioned above as I am not in a position to leave the station due to personal reason.

3. I furnish hereunder in detail(s) the name(s) of my family members(i.e. wife, children and parents) who are wholly dependent on me.

	NAME	AGE	RELATIONSHIP	AMOUNT
1.				
2.				
3.				
4.				
5.				
6.				

4. I declare that the abovementioned information is correct.

5. Please make necessary arrangements for the encashment.

Remarks, if any,

L. F. C. SANCTIONED

SIGNATURE :

FULL NAME :

DEPARTMENT :

DESIGNATION :

EMP. CODE NO.:

ASST. GEN MANAGER/CHIEF MANAGER

AVAILED LAST TIME L.F.C. FROM.....TO.....

**OPTION ; 2 YEARS/4 YEARS**

**ENTITLEMENT**

AC II Tier/1 st class/Sleeper Class fare for 5500/4500/1750/3500/2250/4500 Km. = Rs.

75% of the Total cost = Rs.

Income Tax = Rs.

NET AMOUNT = Rs