

The Chief Manager
Office Admn. Section
State Bank of India
Zonal Office
KOLKATA

Cheque No.
Date :

Pay Rs.

CHIEF MANAGER (OA)

Date :

LEAVE FARE CONCESSION

Block Period.....

.....

Date of appointment.....

Date of promotion.....

**APPLICATION FOR GRANT OF ADVANCE FARES
FOR HOME TRAVEL/LEAVE FARE CONCESSION.**

I have been granted leave for days from to
as per your memorandum No..... of.....

2. I intend to visit..... for
rest and recuperation which is my place of domicile and which is KMs
from my place of duty.

(N.B.) In the case of travel other than to place of domicile in India
payment is restricted to a journey of 1500/3000 KM in each
direction and 1700/3400 KM in each direction.

3. I detail hereunder the name(s) of my family members (i.e. wife, children and parents) who
are wholly dependent on me and will accompany me to the above said place and also the
actual cost of the fare. I may also be permitted to avail Taxi/Auto Rickshaw where necessary

<u>NAME</u>	<u>AGE</u>	<u>RELATIONSHIP</u>	<u>FARE</u>
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1. _____
2. _____
3. _____
4. _____
5. _____

4. On my return journey I shall be accompanied by the same members of my family and in case
of any charge I shall advise the Bank.

5. I undertake to produce the tickets/Cash receipts and to submit my bill for the concession
within 15 days of resumption of my duties. In the event of my failure to submit the bill
or if there is any dispute with the bill, the amount of advance may be recovered from
my salary.

6. I declare that the above information is correct.

7. Please make necessary arrangements for advance payment of the cost of fares.

Remarks, if any,

L. F. C. SANCTIONED

SIGNATURE :

FULL NAME :

DEPARTMENT :

ASSTT. GENERAL MANAGER

DESIGNATION :

Availed last time from..... to

OPTION : 2 YEARS / 4 YEARS