**BIRBAL SAHNI INSTITUTE OF PALAEOSCIENCES**

**Application for Claiming reimbursement of traveling expenses in connection with LTC (As per Ministry of Home Affairs Office memorandum No.43/1/55 ESTT(A)PT.11. dated 11th October, 1956 as amended from Constitution.**

|  |  |
| --- | --- |
| Name & Designation |  |
| Date of Entry in Institute's Service |  |
| Home town as declared under Ministry of Home Affairs O.M. No. 43/1/55/Estt.(a)/PT.11.dated 11.8.1958 |  |
| Nearest Railway Station to the Home Town (if connected by Railway) |  |
| Distance from Headquarters by Shortest Route |  |
| When was the concession last availed of (given here the date of Outward Journey) |  |
| Period and nature of leave during which Journey To and Fro Home Town were performed |  |
| Date of application in which the Controlling Officer was informed of the travel concession |  |

**Members of family, including self with their respective relationship with the Institute Servant from whom concession sought**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.No.** | **NAME** | **RELATIONSHIP** | **AGE** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

( In case concession is claimed only in respect of members of family, state whether leave was refused to institute employee)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Whether any part of the Journey otherwise connected by Rail was performed by Road or Steamer | | | |  | |
| Class of accommodation on Railway by which you are | (i) Entitled |  | (ii) Actually Traveled | |  |

**Particular of Travel such as out word Journey Return Journey**

Date: .............From ......................... To................... Date: ................. From ............................ To.............................

|  |  |
| --- | --- |
| **Tickets Nos.** | **Fare (**`) |
|  |  |
|  |  |
|  |  |
|  |  |
| (i) Total |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Tickets Nos.** | **Fare (**`) | Total (i) ` |  |
|  |  | Total (ii) ` |  |
|  |  | Grand Total ` |  |
|  |  | Advance Drawn (-) ` |  |
|  |  |  | |
| (ii) Total ` |  |

Any other information which the applicant likes to give:

Signature of Institute Employee

Certificate that I and/or the members of my family have actually traveled by the Class accommodation for which concession has been claimed.

Signature of Institute Employee

**For office use only**

The claim is in order and may be accepted and reimbursement allowed to the extent admissible:

1. Intimation regarding later on to proceed on leave

2. Cash receipts