

# बीरबल साहनी पुराविज्ञान संस्थान, लखनऊ

## BIRBAL SAHNI INSTITUTE OF PALAEOSCIENCES, LUCKNOW

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 11<sup>th</sup> October, 1956 as amended from Constitution.

1. Name \_\_\_\_\_
2. Designation \_\_\_\_\_
3. Date of entry in Institute's Service \_\_\_\_\_
4. Home town as declared under Ministry Of Home Affairs O.M. No. 43/1/55 ESTT (A)/PT.11. dated 11<sup>th</sup> October, 1956. \_\_\_\_\_
5. Nearest Railway Station to the Home town (if not connected by Railway) \_\_\_\_\_
6. Distance from Headquarters by Shortest route \_\_\_\_\_
7. When was the concession last Availed of (give here the date of Outward journey). \_\_\_\_\_
8. Period and nature of leave during Which Journey To and from Home Town were performed \_\_\_\_\_
9. 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 for whom concession is sought.

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

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

10. Whether any part of the Journey Otherwise connected by rail was Performed by road or steamer. \_\_\_\_\_
11. Class of accommodation on railway By which you are  
(I) Entitled \_\_\_\_\_  
(II) Actually traveled \_\_\_\_\_

Particulars of travel such as outward journey, tickets No. Cash receipts etc.

Date	From	To
Ticket Nos.		Fare
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
		Total (I) _____

**Return Journey**

Date	From	To
Ticket Nos.		Fare
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
		Total (II) Rs. _____
Total (I) Total (II) – Grand Total Rs.		_____

Advance drawn with date Rs. \_\_\_\_\_

Any other information which the applicant likes to give \_\_\_\_\_

Signature of Institute Employee

Certified that I and/or the members of my family have actually traveled by the class of 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